Complete Exhibitor Kit

ACRE™
PHILADELPHIA
AMERICAN CRAFT RETAILERS EXPO

FEBRUARY 13 - 15, 2016
PENNSYLVANIA CONVENTION CENTER - HALL A
PHILADELPHIA, PA

ACRE PHILADELPHIA™
AMERICAN CRAFT RETAILERS EXPO

VISTA CONVENTION SERVICES

FEBRUARY 13 - 15, 2016
PENNSYLVANIA CONVENTION CENTER - HALL A
PHILADLEPHIA, PA

6575 Delilah Road
PO Box 3000
Pleasantville, NJ 08232

P: 215-418-2121
F: 215-418-2016
E: jbonfiglio@vistacs.com

WWW.VISTACS.COM

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ACRE WELCOME LETTER

Dear ***ACRE™ Philadelphia Artist Exhibitor***,

Welcome to the second annual American Craft Retailers Expo™ (ACRE™) Philadelphia show, Saturday, February 13 – Monday, February 15, 2016, at the Pennsylvania Convention Center - Hall A. We are pleased to have you join us!

This manual serves as your exhibitor kit for the show. You may access this information at any time through the 'Exhibitor Service Manual' link located in the ACRE™ Philadelphia section of your Wholesalecrafts.com™ Artist Homepage. This manual was designed to help you effectively plan and prepare for the ACRE™ Philadelphia show. Please review it carefully and completely.

We would like to emphasize that taking the time to plan and prepare for ACRE™ early will save you both time and money. As you read through this manual, please pay close attention to the pages that include important checklists and deadlines. You may want to print these pages out and use them as a guide for ordering your rental items, planning for marketing opportunities, and packing for the show.

Last, please do not hesitate to contact us with your questions or concerns. At ACRE™, our main goal is to provide our exhibitors with the tools they need to have a successful show. If we can assist you in any way, please let us know by calling our Customer Service staff at 1.888.4.CRAFT.1 (1.888.427.2381) and press 1, or emailing service@wholesalecrafts.com. We look forward to working with you now and for many years to come!

At Your Service,
Nancy Vince, President
Wholesalecrafts.com™, Inc.
American Craft Retailers Expo™ (ACRE™)

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ACRE RULES & REGULATIONS

1. The artist/applicant or studio employees must be present in your booth during the entire show. Sales reps are not permitted to staff your booth.
2. All work displayed must be your company's original design, made in the USA or Canada. Work made from kits or unaltered commercial molds is prohibited.
3. Exhibitors may not represent or display products other than those designed by the artist/applicant.
4. All work displayed must be of the same quality and media balance as the images submitted to the jury. Any change in media or product category must be approved by Wholesalecrafts.com™ prior to exhibiting.
5. Any products displayed not described in the exhibitor's application and/or not approved in advance may be subject to removal by show management.
6. All work displayed must be priced at wholesale, not retail.
7. Exhibitors may not sell, sublet, transfer or assign their booth space or any portion thereof.
8. If your booth is not occupied by 2 p.m. the day before the show opens and you have not notified us of your late arrival, you will be considered a "no show." Wholesalecrafts.com™ may re-sell or use your booth space at its discretion.
9. Wholesalecrafts.com™ reserves the right to refuse you permission to set up your booth if your booth payments are in arrears.
10. Products and displays must be kept within the confines of your both space. Do not display in the aisles. Exhibit height limit is 8 feet.
11. All signs and banners must be appropriate for display. You may distribute promotional and sales materials such as business cards, flyers, catalogs, etc. from the confines of your booth space, but not to or from other exhibitor booths. No solicitation in the aisles.
12. Open flames such as candles and incense burning are not permitted by order of the Fire Marshal.
13. Keep noise and music levels to a minimum. Public address systems such as microphones and megaphones are not allowed.
14. The sale of samples during show hours is not allowed. Display samples may be sold during the last two hours of the show. Samples must be removed from the show floor by the exhibitor, accompanying the buyer to the door. Do not instruct buyers to return after show closing to pick up samples. They will not be permitted to re-enter to exhibit hall.
15. Exhibitors may not dismantle or pack up their booth before the official closing of the show.
16. Children under the age of 14 are not permitted in the exhibit hall during set up or tear down times.
17. Children under the age of 12 are not allowed inside the exhibit hall at any time. Infants allowed in front packs only.
18. Child care is not provided. Please make advance child care arrangements for all children under the age of 12.
19. Insurance is not provided. You are solely responsible for any and all damages, claims, and liabilities by you or from you or any third party to your person, staff, booth, display, contents, etc., and also for the delivery or shipment of your items to and from the show site.

In an effort to maintain the rules and regulations, quality and character of the ACRE™ show, Wholesalecrafts.com™ reserves the right to remove any exhibit or exhibitor from the show at any time for any reason.

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ACRE IMPORTANT INFORMATION

Here is a list of important information pertaining to the ACRE™ Philadelphia show. You may want to print this page as a reference.

Show Office/Emergency Contact — If you have an emergency, experience a delay in getting to the show, or need assistance at the show, please call our **Show Office** at **888-427-2381** and **press 5** at the prompt.

Educational Seminars and Events — Keep in mind that there will be seminars and events happening during the show. You may register to attend in advance at www.ACREPhiladelphia.com or during Registration hours at the show.

FREE WiFi Internet Access – Bring your laptop and connect to ACRE™'s FREE WiFi Service throughout the Exhibit Hall.

Show Security — Security guards will be onsite during setup and show hours, as well as overnight, located at the entrance and exit doors of the Exhibit Hall. For everyone's safety, please report any suspicious activities immediately to a security guard or Show Management. Keep purses and wallets in a secure place, or on you at all times. Consider covering your booth at night when you leave.

Area Businesses – Forget something? Visit the Concierge desk for maps, directions, and contact information for hardware stores, pharmacies, etc.

Host Hotel: ACRE Philadelphia is pleased to offer the Loews Philadelphia Hotel as our host hotel at $149 per night.

- Located directly across the street from the convention center
- FREE WiFi internet access
- FREE fitness center access
- 20% off valet parking for ACRE™ guests
- Fabulous bar and restaurant onsite
- Last day to book at this great rate: **1/23/2016**

Please go to www.ACREPhiladelphia.com and click on the Hotel & Travel page to book your room NOW! You will find other hotel offerings and rates on that page as well.

Pennsylvania Convention Center - Directions to the Loading Dock:
Directions to Loading Dock A : (entrance on Vine Street Eastbound between 12th and 11th Street) Proceed to 2nd light and make a left onto Vine St. East. Take Vine Street to ramp which is located East bound on Vine Street between 12th and 11th Streets. ***GPS Address: 1130 Vine Street Philadelphia Pennsylvania 19107***

From I-95 Southbound, New York, Northern & Central New Jersey, New England
Take I-95 South to Exit 22 for Central Philadelphia I-676. Stay in the left lane of this exit. Follow signs for 676 West to the 1st exit (Broad Street). This exit brings you up onto 15th St.

From I-95 Northbound, Philadelphia International Airport, Baltimore, Washington and Delaware
Take I-95 North to Exit 22 for Central Philadelphia I-676. Stay in the left lane of this exit. Follow signs for 676 West to the 1st exit (Broad Street). This exit brings you up onto 15th St.

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ACRE IMPORTANT DEADLINES

Oct. 30, 2015	FINAL DEADLINE to order your Winter 2016 BUYER'S GUIDE (also serving as the ACRE™ Philadelphia Show Preview edition) ad.
Dec. 18, 2015	LAST DAY to submit your HI-RES PRODUCT IMAGES for show sign consideration. Email to acw@wholesalecrafts.com
Jan. 8, 2016	LAST DAY to submit your VIP BUYER NOMINATIONS to receive a $50 Shopping Credit to spend in YOUR booth at ACRE™ Philadelphia 2016.
Jan. 8, 2016	LAST DAY to email us your 'WISH LIST' of 5 buyers that you would REALLY like to see at the show. Email to buyerservices@wholesalecrafts.com.
Jan. 13, 2016	FIRST DAY for freight to be received at the ADVANCE WAREHOUSE.
Jan. 15, 2016	FINAL DEADLINE to order your ACRE™ Philadelphia 2016 SHOW DIRECTORY ad.
Jan. 15, 2016	LAST DAY to submit your SHOW SPECIALS to be included in our ACRE™ PLUS program.
Jan. 15, 2016	LAST DAY to submit your participation in our ACRE™ BUYER BONUS DAY program.
Jan. 22, 2016	LAST DAY to place incentive order for ELECTRICITY from the PENNSYLVANIA CONVENTION CENTER
Jan. 23, 2016	LAST DAY to book at the HOST HOTEL, Loews Philadelphia Hotel, at reduced ACRE™ show rates.
Jan. 29, 2016	VISTA DEADLINE – SAVE MONEY when you place your VISTA rental and labor item orders early!
Feb. 5, 2016	LAST DAY for freight to be accepted at the ADVANCE WAREHOUSE without a surcharge.
Feb. 9, 2016	LAST DAY for online GUEST/HELPER registration.
Feb. 10, 2016	LAST DAY to schedule FEATURED ITEMS on Wholesalecrafts.com™ to run before the ACRE™ Philadelphia 2015 Show
Feb. 13, 2016	FIRST DAY DIRECT SHIPMENTS will be accepted at the show site. Any shipment arriving prior to this date will not be accepted.

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ACRE EXHIBITOR CHECK LIST

Here is a checklist of important planning items and things to do before arriving at the ACRE™ show:

Completed?

- ☐ **Review the entire contents of this ACRE™ Philadelphia 2016 exhibitor kit. Save a copy of this file to your computer so that you may access it at any time, or reference the "Exhibitor Service Manual" link located in the ACRE™ Philadelphia section of your Wholesalecrafts.com™ Artist Homepage.**
- ☐ **Review the Exhibitor FAQs located under the Exhibitors menu at www.ACREPhiladelphia.com and in the LINKS section of your Wholesalecrafts.com™ Artist Homepage, under the "HELP/F.A.Q.s" link.**
- ☐ **Make sure you have priced your items for wholesale, create line sheets and order forms to use at the show.**
- ☐ **Review the ACRE™ Discussion Board posts and ask for advice if needed.**
- ☐ **Plan your booth display. Prepare a drawing, create a mock-up, take pictures, and ask for advice if necessary. For inspiration visit our Pinterest page at http://www.pinterest.com/wholesalecrafts.**
- ☐ **Plan a lighting concept for your booth. Make sure to review the electrical guidelines information contained in this kit.**
- ☐ **Place any necessary display counter, furniture, labor, etc. orders with Vista through this kit. Order early to SAVE $!**
- ☐ **YRC is the official show carrier for ACRE Philadelphia. When using YRC as your shipper you also get 30 days of advance warehouse storage for FREE. Please contact the YRC Expo hotline at 1-800-531-3976 (expo) and ask for a rate to or from the show. Mention "81200 tariff" to get a rate. You may also use that line to request a pick up or trace your shipment 24/7.**
- ☐ **Make hotel/accommodation arrangements during ACRE™. For a list of hotels offering reduced ACRE™ show rates, visit www.ACREPhiladelphia.com.**
- ☐ **Review your scheduled set up time, which can be found in this kit.**
- ☐ **Review the move-in and move-out procedures information contained in this kit.**
- ☐ **Register any guests/helpers online, to expedite check-in at the show. To register, use the "Register Booth Helpers" link located in the ACRE™ Philadelphia section of your Wholesalecrafts.com™ Artist Homepage.**
- ☐ **Review and complete the ACRE™ Philadelphia Marketing Checklist located in this kit.**

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ACRE RECOMMENDED PACKING LIST

Here is a list of items we recommend you bring to the ACRE™ Philadelphia show:

- Show information, paperwork (shipping info with PRO #s, copies of rental order forms, etc.), directions, and set-up time. Be sure to note or program our **Show Office** number in your cell, in case of emergency: **888-427-2381** and **press 5** at the prompt.
- Cell phone, cell charger, laptop computer, etc.
- Small first aid kit with band-aids, bandages, antiseptic, hand sanitizer, alcohol wipes, etc.
- Lights for your booth. Bring extra lights in case you need them. 10x10 and 10x15 booths have 500 watts. All other booth sizes can be calculated at 5 watts per square foot.
- Heavy duty 3-prong electrical cord for your lights.
- Bands, zip ties, clamps, or bungees to attach lights to poles/crossbars.
- Tool kit that includes screwdriver, hammer, pliers, scissors, etc.
- Netting or cloth to protect/enclose your booth space overnight (optional).
- Packing tape and duct tape
- Super glue
- Glass cleaner, paper towels, polishing cloths
- Display items such as stands and risers.
- Oversized photos of your work mounted on foam core, professional company sign, etc., to add interest to your booth.
- Hanging systems for your photos, signs, etc. You are not allowed to hang directly on the draping. You must use a hanger that can fit over the drapery pole. Bring fishing line, cable wire, S-hooks, etc. Be aware of your neighbor sharing the same pole.
- Anti-fatigue mat to stand on for long show hours. Change of shoes.
- Professional artist statement/bio with photo. You may want to consider laminating for display, or having extra copies available.
- Pens, markers, stapler and staples, pins and push tacks, etc.
- Labels or tags to price your work.
- Business cards, brochures, catalogs, etc. Marketing materials to hand out.
- Line sheets, price lists, order forms, receipt books, etc.
- Guest book or notebook to keep track of contacts made at the show.
- Order book or folder to keep up with all orders taken at the show.
- Vase for flowers.
- Candy, nuts, snacks, etc. in a display dish for offering to buyers.
- List of area businesses with phone numbers and directions.
- Water, water, water! Be sure to stay hydrated. Bring bottled water or a water bottle to re-fill.

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ACRE PHILADELPHIA MARKETING CHECKLIST

Visit your Artist Homepage for more details and to sign up for any and all of these marketing opportunities.

MARKETING PROGRAM	DEADLINE	COMPLETED
Place Ad in WINTER BUYERS GUIDE 2016 Our ACRE Philadelphia show preview issue with our ACRE logo, show listing and booth number. Direct mailed to over 30,000 retailers.	**Now thru October 30, 2015**	☐
Place Ad in Garden & Outdoor Art Guide 2016 - Winter Mailed to 15,000 targeted garden shops, outdoor furniture & lawn accessory retailers and florists.	**Now thru October 30, 2015**	☐
Submit High Resolution Images for Marketing Consideration Images must be 300dpi at a minimum of 1800 pixels in size. Square shape is best, with no text or logos on images.	**Now thru December 18, 2015**	☐
VIP Buyer Nominations Submit up to 4 VIP Buyer Nominations to receive a $50 Shopping Credit to spend in your booth.	**Now thru January 8, 2016**	☐
Wish List of 5 Buyers Email us your 'wish list' of 5 buyers that you would really like to see at the show.	**Now thru January 8, 2016**	☐
Place Ad in ACRE Philadelphia Show Directory Distributed at the show to all participating artists and attending buyers.	**Now thru January 15, 2016**	☐
ACRE Plus Program Submit your show special to be placed on a marketing page and made available to retailers both online and via email.	**Now thru January 15 2016**	☐
Buyer Bonus Days You will need to have a minimum of 100 free gift items to give away to the first 100 buyers to enter on the second day of the show.	**Now thru January 15, 2016**	☐
Download ACRE & Wholesalecrafts.com Marketing Files We provide FREE, ready-to-use, downloadable marketing files such as labels, table tents, website banners, etc., for you to print and/or post yourself.	**Ongoing**	☐
Download Social Media Badges We provide ready to use artwork for Facebook and Twitter.	**Ongoing**	☐

NOTES:

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STRESS FREE SETUP LIGHTS & ELECTRICAL CONNECTIONS

An issue that artists have encountered during show set up in the past is using equipment that does not meet the required guidelines. This can result in the receipt of a violation from the Fire Marshal during set up. If this happens you will be required to purchase the approved equipment in order to use your lights and other electronics.

The guidelines below will make this process less stressful. You can obtain the approved equipment by:

- ordering the correct items from Vista (using the order form provided in the Exhibitor Kit.)
- purchasing them in advance from a local store.

Guidelines:

1. ALL 110 volt electrical extension cords should be 3-wire (grounded) #14 or larger American Wire Gauge (AWG) copper wire. Connectors must not be supported by cords. All equipment regardless of source of power must comply with the National Electrical Code, all Federal, State, and Local Safety Codes.
2. When you are plugging in any appliance it should be plugged into a surge protector /power strip.
3. DO NOT use a 'value' household lightweight extension cord with attached multi-connectors plugged directly to the power supply that is provided in your booth.
4. Use of open clip sockets, latex or lamp cord wire, unapproved duplex or triplex attachment plugs in exhibits is prohibited.

Examples of Surge Protector Power Strip here: http://bit.ly/iJgkN9

DO NOT use duplex or triplex attachment plugs

Examples of extension cords can be seen here: http://amzn.to/mQFCE4

5. DO NOT use any fixture that has A LINEAR HALOGEN BULB, whether they are shielded or not. "Q LAMPS" or FIXTURES employing either linear or non-shielded HALOGEN bulbs are prohibited.
6. Wattage of bulbs used in fixtures should not exceed that recommended by the manufacturer nor exceed 75 watts.
7. GU-10 Halogen bulbs are permitted. They are equivalent to MR-16 Halogen bulbs. Both types MUST be shielded with glass across the front.

MR 16 Halogen Shielded Bulb

Prongs Plug into fixture

GU-10 Halogen Shielded Bulb

Locking "nuts" attach to fixture

Please be sure you are in compliance with the approved equipment for the show. This will help minimize the stress for your setup, ensure everyone's safety, and is a must for most convention centers.

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VISTA WELCOME LETTER

Vista Convention Services is honored to be your Official Service Contractor. Our purpose is to serve you throughout the planning, production and completion of the entire show...start to finish! Our goal is to make sure that your participation is an absolute success. Our commitment is to offer you competitive prices and guarantee customer satisfaction.

BEFORE THE SHOW

- Please read through this Exhibitor Service Manual. **Complete and return all order forms by the indicated Discounted Deadline Date.** All forms should be returned to the addresses indicated at the top of each page.
- **Review our payment policy carefully. Vista Convention Services requires payment in full at the time you place your order, along with a credit card authorization. This may be used to cover such items as labor and freight handling not included with your initial payment.**
- **Use our convenient ORDER FORMS: DUE - DATE CHECKLIST...this will help you save money by taking advantage of significant pre - show order discounts.**
- As the Official Service Contractor, we have jurisdiction over all material handling and cleaning of booths.

DURING THE SHOW

- Vista Convention Services maintains an on - site Exhibitor Service Desk throughout the show. If there is anything you did not order or if new requirements arise during the show, we will be happy to help you. Just visit us at the Exhibitor Service Desk for assistance.
- We will help coordinate the shipment of all crates and materials out of the exhibit hall based on information provided on your show site bill of lading. If you wish to have your crates warehoused or shipped for another trade show, we can also assist you...just stop by the Exhibitor Service Desk to complete the necessary forms.

AFTER THE SHOW

- Feel free to contact Vista Convention Services throughout the year for assistance with any other trade shows, special events, exhibit rentals, Installation & Dismantle labor or material storage. We look forward to serving you in the future.

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SHOW CONTACT INFORMATION

Dear ***ACRE Exhibitor***:

Vista Convention Services is honored to have been selected as the Official Show Service Contractor for this Exposition. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you!

All questions regarding the convention space assignments should be directed to:

ACRE Philadelphia 2016
Wholesalecrafts.com Service Department
PO Box 4597
Mooresville, NC 28117 - 4597
Tel: (888) 427-2381, option 1
Fax: (888) 336-3320
Email:service@wholesalecrafts.com
Website: www.wholesalecrafts.com

All questions regarding shipping, storage, furniture, and labor should be directed to:

Customer Service
VISTA CONVENTION SERVICES
6575 Delilah Road
PO Box 3000
Pleasantville, NJ 08232
Tel: (215) 418-2121
Fax: (215) 418-2016
email: jbonfiglio@vistacs.com

Included in this service kit are order forms for various items you may require for your exhibit.
The Vista forms are to be returned to our office and the others to the specific contractor who is providing the service. Please analyze and submit your order forms as early as possible.

Thank you!

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SHOW INFORMATION

BOOTH PACKAGE

Your booth is equipped with the following inventory. Additional equipment is available on the forms enclosed:

8' High Backwall - GRAY
8' High Siderail - GRAY
Standard Carpet - BLACK
1 - Counter Stool
1 - Crossbar (per 100 sq. ft.)
1 - Wastebasket
1 - 500 Watt (per 100 sq. ft.) ***At back of booth only****
Complete Drayage Service Included - Advance Warehouse & Show Site
Booth ID Sign

INSTALLATION

THURSDAY, FEBRUARY 11, 2016 - 8:00 AM - 5:00 PM
FRIDAY, FEBRUARY 12, 2016 - 8:00 AM - 5:00 PM
****ALL* empties must be off the show floor by 3:00 pm on Friday, February 12, 2015***

EXHIBIT HOURS

SATURDAY, FEBRUARY 13, 2016 - 9:30 AM - 5:30 PM
SUNDAY, FEBRUARY 14, 2016 - 9:30 AM - 5:30 PM
MONDAY, FEBRUARY 15, 2016 - 9:30 AM - 4:00 PM

DISMANTLE

MONDAY, FEBRUARY 15, 2016 - 4:00 PM - 11:59 PM ***(ALL OUT BY MIDNIGHT)***
Any displays not removed by exhibitor, will be moved to Vista's Warehouse at the Exhibitor's expense

***Additional expense required to move power to front of booth**
****Corner booths receive an additional crossbar on the corner**
*****Additional drape require additional expense**

No alterations. Anything other than this package represented is a custom order.
Please contact us at 215-418-2121 or jbonfiglio@vistacs.com for further assistance.

ACRE PHILADELPHIA™
AMERICAN CRAFT RETAILERS EXPO

VISTA CONVENTION SERVICES

6575 Delilah Road
PO Box 3000
Pleasantville, NJ 08232

P: 215-418-2121
F: 215-418-2016
E: jbonfiglio@vistacs.com

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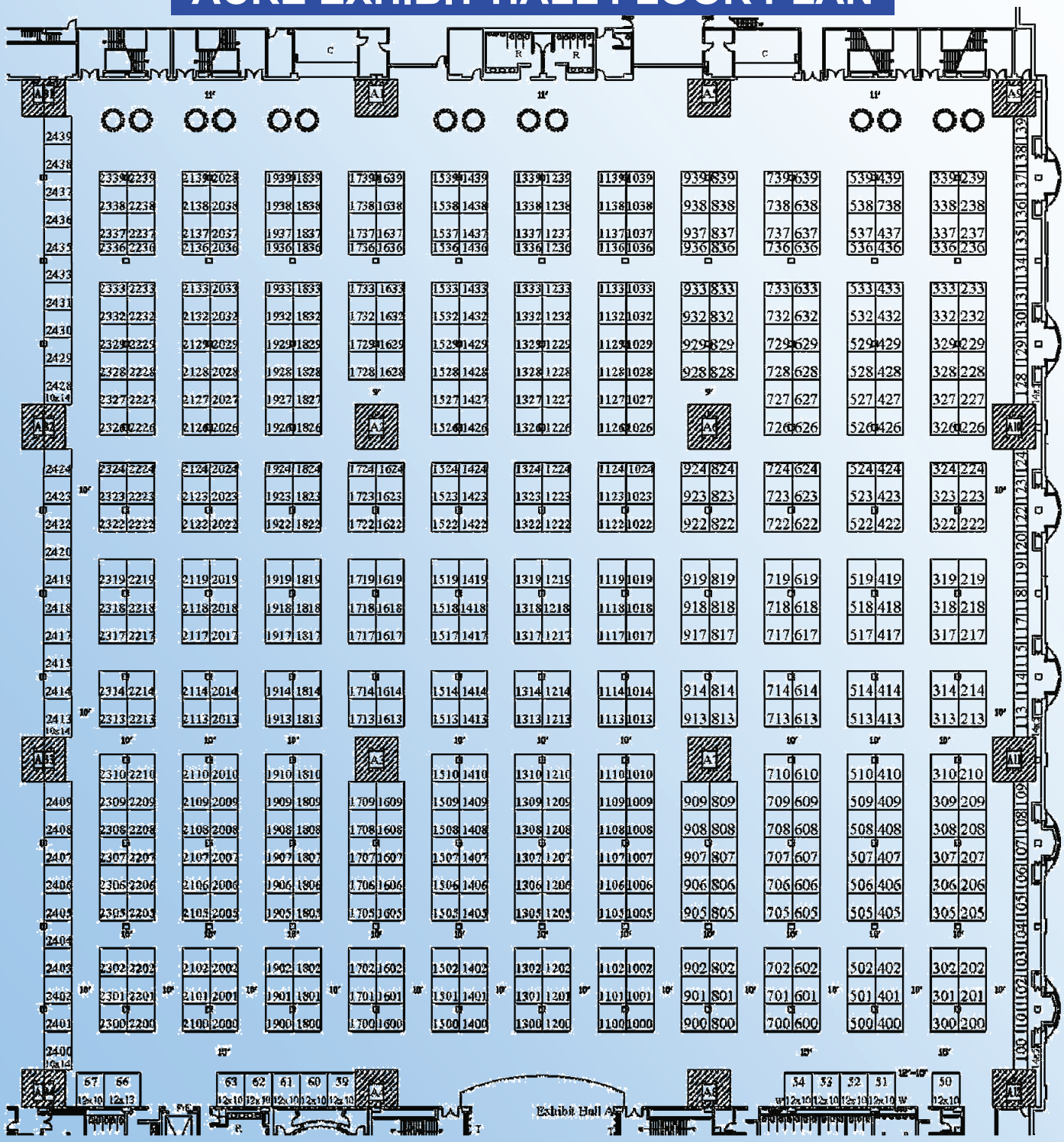
FEBRUARY 13 - 15, 2016
PENNSYLVANIA CONVENTION CENTER - HALL A
PHILADLEPHIA, PA

ACRE EXHIBIT HALL FLOOR PLAN



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STANDARD BOOTH PACKAGE

Standard Booth Package
(10' x 10')

Includes:

- 8' high silver back drape
- 8' high silver side drape
- 1 - 7" x 44" booth ID sign
- 1 - counter stool
- 1 - wastebasket
- 1 - crossbar (per 100 sq. ft.)
- 1 - standard black carpet (100 sq. ft.)
- 1 - 500 watt outlet (per 100 sq. ft.) at back of booth only*

*Additional expense required to move power to front of booth.
**Corner booths receive an additional crossbar on the corner.
***Additional drape requires additional expense.

No alterations. Anything other that this package represented is a custom order.
Please contact Jacquelene Bonfiglio at 215-418-2015 or at jbonfiglio@vistacs.com for further assistance.

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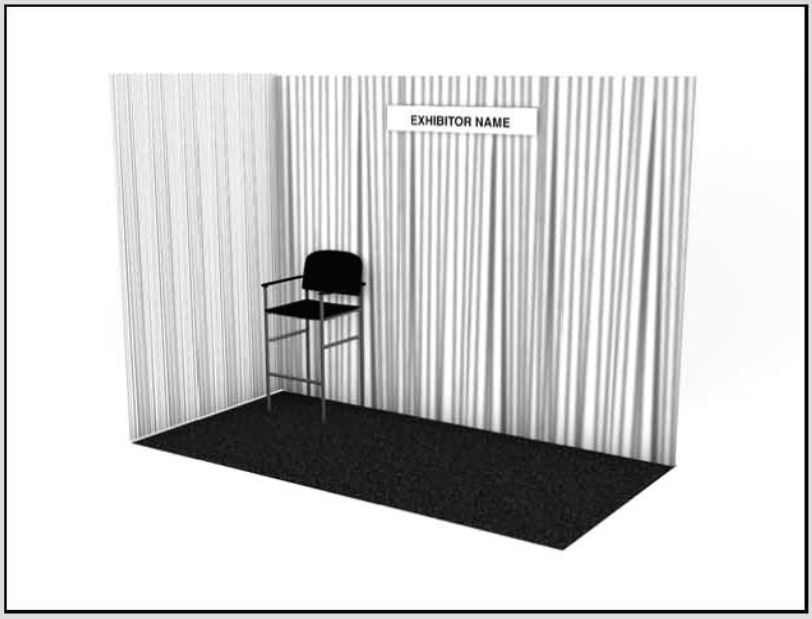
CORNER BOOTH PACKAGE



Corner Booth Package
(5' x 10')

Includes:

- 8' high silver back drape
- 8' high silver side drape
- 1 - 7" x 44" booth ID sign
- 1 - counter stool
- 1 - wastebasket
- 1 - crossbar (per 50 sq. ft.)
- 1 - standard black carpet (50 sq. ft.)
- 1 - 500 watt outlet (per 50 sq. ft.) at back of booth only*

*Additional expense required to move power to front of booth.

No alterations. Anything other that this package represented is a custom order.
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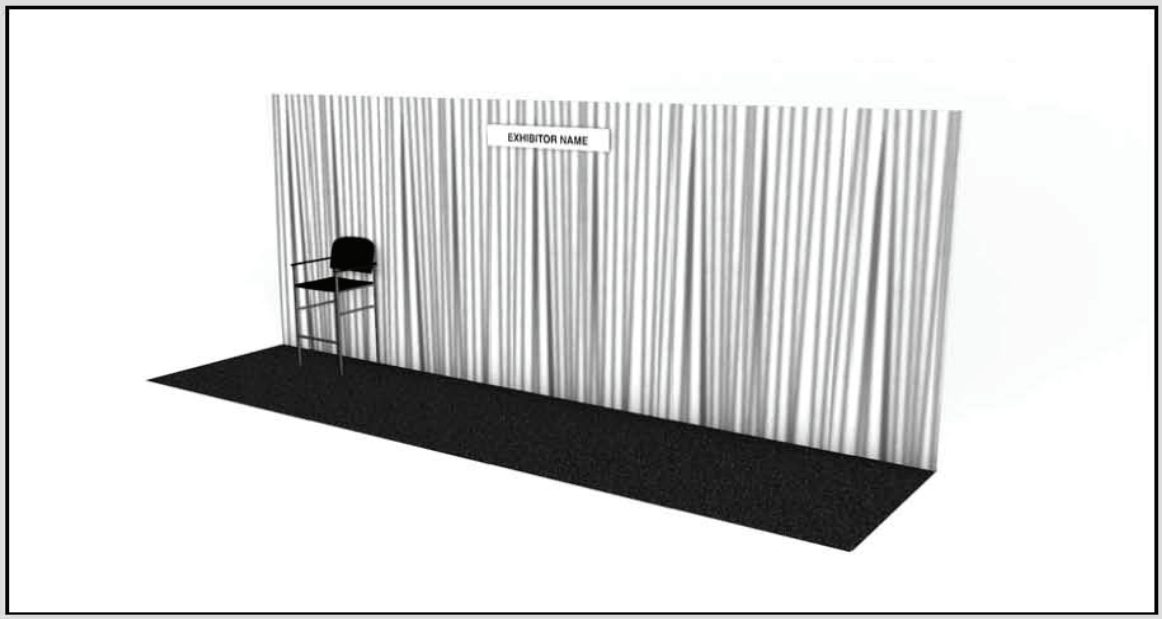
ESTABLISHED ARTIST BOOTH PACKAGE - ENDCAP



Endcap Booth Package
(5' x 20')

Includes:

- 8' high silver back drape
- 1 - 7" x 44" booth ID sign
- 1 - counter stool
- 1 - wastebasket
- 2 - crossbars (per 100 sq. ft.)
- 1 - standard black carpet (100 sq. ft.)
- 1 - 500 watt outlet (per 100 sq. ft.) at back of booth only*

*Additional expense required to move power to front of booth.

No alterations. Anything other that this package represented is a custom order. Please contact Jacquelene Bonfiglio at 215-418-2015 or at jbonfiglio@vistacs.com for further assistance.

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HOW TO PLACE A PRE-SHOW ORDER

1. Complete as many of the order forms for furniture, carpeting, shipping, etc., as your planning allow *before* each Discounted Deadline Date. Use the ORDER FORMS: DUE - DATE CHECKLIST as a guide **(page 19)**. **Orders without payment will not be processed.** Make checks payable to **Vista Convention Services. Orders with payment received after the Discounted Deadline Date will be charged standard prices.**

2. **FOR FORMS GOING TO VISTA CONVENTION SERVICES, please follow this procedure:**

   A. Complete the necessary Vista Convention Services forms and calculate the cost of each order.

   B. Review our PAYMENT POLICIES carefully. Orders will not be processed without payment in full. **For all orders we require that you complete the PAYMENT AND CREDIT CARD CHARGE AUTHORIZATION form** to guarantee payment.

   C. Complete the THIRD PARTY AUTHORIZATION & STATEMENT OF PAYMENT TERMS form, if applicable.

   D. Make a photocopy set of all Vista Convention Services forms used from this Manual for your files. Staple all the original Vista Convention Services forms together. Attach the PAYMENT & CREDIT CARD CHARGE AUTHORIZATION form of payment, and mail this set of documents to:

   Vista Convention Services
   6575 Delilah Road - Box 3000
   Pleasantville, NJ 08232 - 0036

3. **FOR FORMS GOING TO THE OTHER "OFFICIAL SUPPLIERS"**
   (Deluxe furnishings, audiovisual needs, photography service, etc.) please follow the payment and mailing instructions indicated on each of these forms located in this Exhibitor Service Manual.

4. **FOR ORDERS AFTER THE DISCOUNTED DEADLINE DATE**
   If there is still time for forms to reach us by mail, air courier or fax, you are welcome to make additions. Note that these will be charged at the "standard" rates.

5. **FOR SHOW SITE ORDERS**
   Simply order from Vista Convention Services staff at the Exhibitor Service Desk. Note that such orders will be calculated at the "standard" rates. Payment by cash, check or credit card will be required at the Exhibitor Service Desk for any show site orders.

6. **CANCELLATION POLICY**
   Items cancelled before deadline date will be refunded at 50%.f
   Unless otherwise noted on order form.
   NO REFUNDS AFTER DEADLINE DATE.

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VISTA DISCOUNT DEADLINE DATES CHECKLIST

Save money...

Complete and return the order forms before the ***Deadline Date*** listed below to take advantage of advance prices.

Vista Exhibitor Services Forms

Form Name	Return Deadline Date	Order Total
☐ Payment and Credit Card Authorization Form	Submit with Initial Order	
☐ Optional Hardwall Package	January 29, 2016	$_____
☐ Modular Hardwall Accessories Order Form	January 29, 2016	$_____
☐ Standard Booth Furnishings and Accessories Order Form	January 29, 2016	$_____
☐ Carpet/ Plush Carpet/ Custom Carpet/Carpet Padding Order Form	January 29, 2016	$_____
☐ Perfboard and Gridwalls Order Form	January 29, 2016	$_____
☐ Showcases Order Form	January 29, 2016	$_____
☐ Booth Cleaning Order Form	January 29, 2016	$_____
☐ Custom Signs Order Form	January 29, 2016	$_____
☐ Sign Hanging Order Form	January 29, 2016	$_____
☐ Rigging Order Form	January 29, 2016	$_____
☐ Labor Order Form	January 29, 2016	$_____
☐ Non - Official Contractor Order Form	January 29, 2016	$_____
☐ Third Party Authorization Order Form	January 29, 2016	$_____
☐ Accessible Storage Order Form	January 29, 2016	$_____
☐ Priority Empty Container Return Order Form	January 29, 2016	$_____
☐ Material Handling & Shipping Order Recap	February 5, 2016	$_____

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DEADLINE DATE:
JANUARY 29, 2016

PAYMENT & CREDIT CARD AUTHORIZATION FORM

Please complete the information requested & return payment in full with this form and your orders. You may choose to pay by credit card, check or bank wire transfer, however; WE REQUIRE YOUR CREDIT CARD AUTHORIZATION TO BE ON FILE WITH VISTA CONVENTION SERVICES. For your convenience, we will use this authorization to charge your credit card for any additional amounts incurred as a result of show site orders placed by your representative for this event.

*Optional Hardwall Package Order Form……..$_____
*Modular Hardwall Accessories Order Form……..$_____
*Standard Booth Furnishings & Accessories Order Form……..$_____
*Carpet/Carpet Padding Order Form……..$_____
*Perfboard & Grid Walls Order Form……$_____
*Showcase Order Form……..$_____
*Custom Signs Order Form……$_____
Sign Hanging Order Form……..$_____
Rigging Labor Order Form……..$_____
Booth Cleaning Order Form……$_____
Estimated Labor Order Form……..$_____
Accessible Storage Order Form……..$_____
Priority Empty Container Return Order Form……$_____
Estimated Material Handling Order Form……..$_____

SUB TOTAL $_____
*ADD 8% PA SALES TAX $_____
NET AMOUNT DUE VISTA $_____

INDICATE PAYMENT METHOD:

Check #_____ Dated_____ Amount $_____

Charge to: ☐ MasterCard ☐ VISA ☐ American Express
Indicate: ☐ Personal Credit Card ☐ Company Credit Card

Account # | | | | | | | | | | | | | | | | |

Expiration Date | | | | | | |

PURCHASING CARD: VISA & MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER _____

Cardholder's Name_____
(Print or Type)
Cardholder's Address_____ City_____ State_____ Zip_____

Signature_____

ALL ORDERS SUBJECT TO LIMITS OF LIABILITY

Company Name _____ Booth #_____

Street Address _____ Phone #_____

City_____ State_____ Zip_____ Fax#_____

Ordered by (Print or Type)_____E-Mail_____

Signature_____ Title_____

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE

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PAYMENT & CREDIT CARD AUTHORIZATION LIMITS OF LIABILITY & RESPONSIBILITY

1. **Vista Convention Services** shall not be responsible for damage to uncrated materials,material improperly packed, or concealed damage.

2. **Vista Convention Services** shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.

3. **Vista Convention Services** shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the Show. Bill-of-lading covering outgoing shipments, which are furnished by **Vista Convention Services** to exhibitor, will be checked at time of actual pick-up from booth and corrections made where discrepancies occur.

4. **Vista Convention Services** shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.

5. **Vista Convention Services** liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event **Vista Convention Services** maximum liability shall be limited to $.30 per pound per article with a maximum liability of $50.00 per item, or $1,000.00 per shipment, whichever is less.

6. **Vista Convention Services** shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

7. The consignment or delivery of a shipment to **Vista Convention Services** by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

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FEBRUARY 13 - 15, 2016
PENNSYLVANIA CONVENTION CENTER - HALL A
PHILADLEPHIA, PA

DISCOUNT DEADLINE DATE: *JANUARY 29, 2016*

PAYMENT POLICIES

- Orders received without full payment or credit card information will ***NOT*** be processed.
- A credit card on file is ***required*** when using Vista Convention Services
- All charges ***must*** be paid prior to close of show.
- For your convenience, we accept the following methods of payment: cash, checks and money orders drawn on U.S. banks in U.S. funds, and credit cards including VISA, MasterCard and American Express.
- Purchase Orders are not considered payment, therefore, a check or credit card is required.

WIRE TRANSFER

Bank information call Vista Convention Services (609) 485-2421 or e-mail: dvenezia@vistacs.com
Wire transfers must be initiated and confirmed at least two weeks before move-in.
Wire transfers must include the show name, company name and booth number.
Due to various processing fees we incur from banks clearing wire transfers into our accounts,
Vista will charge the following fees:

Domestic incoming wire transfer fee: $25.00
International incoming wire transfer fee: $35.00

CANCELLATIONS & ADJUSTMENTS

- Items cancelled before the deadline date will be refunded at 50%, ***unless otherwise noted on Order Form***. ***NO REFUNDS AFTER DEADLINE DATE***.
- ***NO*** adjustments will be made after close of the show.

TAX EXEMPTION

- If tax exempt, a copy of your tax exempt certificate MUST accompany your order. This is NOT a resale certificate.
- ***NO*** adjustments for tax exempt status will be made after close of the show.

THIRD PARTY PAYMENT BILLING

- The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice (s) by the third party prior to the last day of the show, charges will revert back to the exhibitor.

MISCELLANEOUS

- ***NO*** telephone orders accepted
- Rental items not ordered, yet found in booths, are invoiced at "***Standard***" pricing.
- All prices are in U.S. dollars ($).
- All rental items are subject to applicable taxes.
- All rental items remain the property of Vista Convention Services.

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PHILADLEPHIA, PA

DISCOUNT DEADLINE DATE: *JANUARY 29, 2016*

THIRD PARY AUTHORIZATION & STATEMENT OF PAYMENT TERMS

You may arrange for a third party to handle your display and be billed for services. ***Vista Convention Services*** will agree to this arrangement if the third party has a satisfactory payment record with us. **BOTH** firms must complete this form. Return this form by the Discounted Deadline Date. In the event of nonpayment by the third party, the exhibitor agrees to accept responsibility for payment of all charges incurred. **Should the third party fail to present full payment at show site, the exhibitor will assume responsibility for payment.**

EXHIBITING COMPANY NAME:_____ BOOTH#_____

CONTACT PERSON:_____ SIGNATURE:_____

CHECK ITEMS TO BE BILLED TO THIRD PARTY:

____All Services ____Air Freight ____Audiovisual ____Booth Cleaning _____Material Handling/In and Out

____I&D Labor ____Rental Furniture & Carpet _____Signs Other (Please specify)_____

THIRD PARTY'S CREDIT CARD CHARGE AUTHORIZATION (Information must be provided.)

☐ **MasterCard** ☐ **Visa** ☐ **American Express** ☐ **Corporate** ☐ **Personal**

Account Number | | | | | | | | | | | | | | | |

Expiration Date_____

PURCHASING CARD: VISA & MASTERCARD REQUIRES YOUR CUSTOMER CODE NUMBER _____

Cardholder's Signature_____ **Print Name**_____

Cardholder's Billing Address_____**City**_____**State**_____ **Zip Country**_____

THIRD PARTY NAME:_____

CONTACT PERSON:_____ **SIGNATURE:**_____

SHOW SITE REPRESENTATIVE:_____

PHONE NUMBER:_____ **FAX NUMBER:**_____

Retain one copy for your files. Attach the original to the PAYMENT AND CREDIT CARD AUTHORIZATION form.

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DISCOUNT DEADLINE DATE: ***JANUARY 29, 2016***

INTENT TO USE NON-OFFICIAL CONTRACTORS

A NON-OFFICIAL CONTRACTOR IS: Any individual who is not a full-time permanent employee of an exhibiting firm, who is providing a service to an exhibitor on-site at the convention facility and does not represent one or more of the official contractors.

1. Exhibitors who choose to use a Non-Official Contractor must complete and sign this form. It must be received at Vista Convention Services no later than the **Deadline Date** shown above. No extensions or exceptions will be granted after the published deadline.

2. The Non-Official Contractor must provide Vista Convention Services with an original "Certificate of Insurance". This certificate must be received no later than the **Deadline Date** shown above. No extensions or exceptions will be granted after the published deadline.

3. Failure to provide Vista Convention Services with the above items 1 and 2 will result in said firms being required to hire installation and dismantling labor from Vista Convention Services. Non-Official Contractors will be able to provide supervision only.

4. All representatives of the Non-Official Contractors must obtain an "EXHIBIT CREW" badge at Vista Convention Services Labor Desk.

NOTIFICATION DEADLINE DATE: See Above.

Exhibiting Firm:_____ **Booth #:**_____

Authorized Name & Title:_____

Authorized Signature:_____

Full Name of Non-Official Contractor:_____

Complete Address:_____

City, State:_____ **Zip Code:**_____

Phone Number:_____ **Fax Number:**_____

Email:_____

Non-Official Contractor "Show Site" Representative:_____

Type of Service to Be Performed:_____

_____

_____

_____

Retain one copy for your files.

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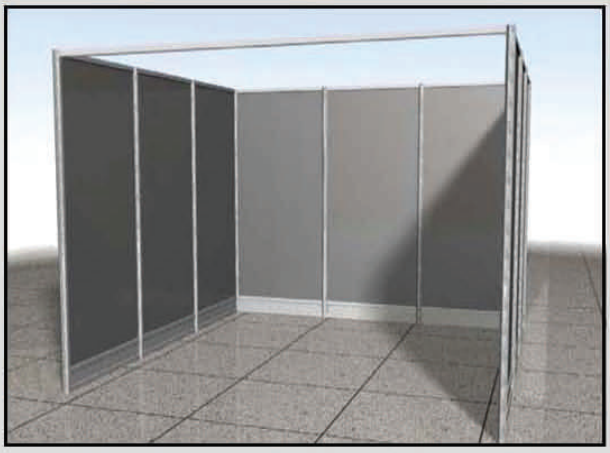
DISCOUNT DEADLINE DATE: ***JANUARY 29, 2016***

OPTIONAL HARDWALL PACKAGE ORDER FORM



Add Hardwall to Your Standard Booth Package.

Modular aluminum frame with 8' high backwall and sidewall consisting of panel inserts (choose from white foam core, grey or black Velcro-compatible).

See Modular Hardwall Accessories Order Form for available accessories.

No alterations. Anything other that this package represented is a custom order. Please contact Jacquelene Bonfiglio at 215-418-2015 or at jbonfiglio@vistacs.com for further assistance.

	Booth Size	Advance Rate	Standard Rate	Panel Selection (see above choices)	Amount
INLINE BOOTHS	10' x 5' (3 walls)	$719.50	$875.35		$
	10' x 10' (3 walls)	$908.75	$1,121.40		$
	10' x 15' (3 walls)	$1,081.95	$1,346.60		$
	10' x 20' (3 walls)	$1,223.10	$1,530.15		$
CORNER BOOTHS	10' x 5' (2 walls)	$558.80	$666.45		$
	10' x 10' (2 walls)	$751.45	$917.05		$
	10' x 15' (2 walls)	$908.75	$1,121.40		$
	10' x 20' (2 walls)	$1,067.10	$1,327.35		$
				Sub-Total	$
				8% PA Sales Tax	$
				TOTAL AMOUNT ➔	$

Please note: To allow for hardwall thickness, subtract 3" from inside dimensions when calculating display area.

Payment Policy: Payment in full for rental charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, American Express accepted. All rental items are subject to availability. Exhibitors will be charged for the equipment they use in their booth.

Cancellation Policy: **Items cancelled before the deadline date will be refunded at 50%. NO REFUNDS AFTER DEADLINE DATE.**

Company Name:	Booth #:
Ordered By:	Phone #:
Signature:	Date:

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MODULAR HARDWALL ACCESSORIES ORDER FORM

	Description	Advance Rate	Standard Rate	Amount
	Velcro Panel Inserts Circle Color Choice - BLACK or GRAY	$ 148.85	$ 193.70	$
	Pegboard (1 m x 8' high)	$ 127.00	$ 165.10	$
	Hanging Rod (attached to walls)	$ 133.85	$ 174.00	$
	Extra White PVC Panel	$ 248.85	$ 323.45	$
	Extra Velcro Panel	$ 285.35	$ 370.95	$
	1 Meter Counter (36"x42"x18")	$ 263.65	$ 342.75	$
	2 Meter Counter (72"x36"x18")	$ 451.85	$ 609.95	$
	Locks for Counters	$ 38.25	$ 49.85	$
	1 Straight Shelf & 2 Brackets	$ 71.00	$ 92.30	$
	1 Angled Shelf & 2 Brackets	$ 86.00	$ 111.90	$
	Side Rail (each)	$ 129.75	$ 168.75	$
			Sub-Total	**$**
			8% PA Sales Tax	**$**
			TOTAL AMOUNT	**$**

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted.**CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

ALL CHARGES SUBJECT TO PA SALES TAX (8%)
FULL PAYMENT MUST ACCOMPANY ORDER
TOTAL ALL ITEMS ORDERED
ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM

Company Name_____ Booth #_____
Street Address_____ Phone #_____
City_____ State_____ Zip_____ Fax#_____
Ordered by (Print or Type)_____ E-Mail_____
Signature_____ Title_____

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE

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STANDARD BOOTH FURNISHINGS & ACCESSORIES ORDER FORM

SEATING

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
____	Upholstered Arm Chair (black only)	$96.10	$121.25	_____
____	Side Chair (black only)	69.00	89.70	_____
____	Padded Stool (black only)	85.00	110.50	_____

ACCESSORIES

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
____	Cocktail Table (18"h x 24" rd)	136.00	176.80	_____
____	Round Pedestal Table (30"h x 30"rd)	136.00	176.80	_____
____	Round Pedestal Table (42"h x 30"rd)	136.00	176.80	_____
____	Wastebasket	21.00	27.30	_____
____	Easel	45.00	58.50	_____
____	Chrome Sign Frame (22" x 28")	106.00	137.80	_____
____	Bag Holder	86.00	111.80	_____
____	8' Stanchion	34.30	47.30	_____
____	Crossbar	34.30	47.30	_____
____	Garment Rack	81.00	184.50	_____
____	Literature Rack	105.30	138.00	_____
____	Posterboard (4'x8' Vertical)	184.00	239.20	_____
____	Fish Bowl	13.00	16.90	_____
____	8' Special Background	20.00ft.	25.00ft.	_____
Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green				
____	3' Special Siderails	15.00ft.	20.00ft.	_____
Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green				

DRAPED RISERS

White Vinyl

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
_____	4' One Step	78.00	101.40	_____
_____	6' One Step	92.00	119.60	_____

DRAPED DISPLAY TABLES - 30" HIGH

Price includes white vinyl top & 3 sides
Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green
*****IF NO COLOR IS SELECTED, SHOW COLORS WILL PREVAIL*****

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
_____	2' x 4' x 30"	$98.00	$127.40	_____
_____	2' x 6' x 30"	125.00	162.50	_____
_____	2' x 8' x 30"	139.00	180.70	_____
_____	30" 4th Side Table Drape	40.00	52.00	_____

DRAPED DISPLAY TABLES - 42" COUNTER HIGH

Price includes white vinyl top & 3 sides
Circle color: Blue Black Burgundy Purple Gray Red Teal White Hunter Green
*****IF NO COLOR IS SELECTED, SHOW COLORS WILL PREVAIL*****

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
_____	2' x 4' x 42"	117.00	152.10	_____
_____	2' x 6' x 42"	143.00	185.90	_____
_____	2' x 8' x 42"	155.00	201.50	_____
_____	42" 4th Side Table Drape	40.00	52.00	_____

UNDRAPED DISPLAY TABLES - 30" HIGH

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
_____	2' x 4'x 30"	65.00	84.50	_____
_____	2' x 6' x 30"	80.00	104.00	_____
_____	2' x 8' x 30"	90.00	117.00	_____

UNDRAPED DISPLAY TABLES - 42" HIGH

QTY.		DISCOUNT RATES	STANDARD RATES	AMT.
_____	2' x 4' x 42"	76.00	98.80	_____
_____	2' x 6' x 42"	94.00	122.20	_____
_____	2' x 8' x 42"	100.00	130.00	_____

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. **CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

ALL CHARGES SUBJECT TO PA SALES TAX (8%)
FULL PAYMENT MUST ACCOMPANY ORDER
ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM

Company Name_____ Booth #_____
Street Address_____ Phone #_____
City_____ State_____ Zip_____ Fax#_____
Ordered by (Print or Type)_____ E-Mail_____
Signature_____ Title_____

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE

ACRE PHILADELPHIA
AMERICAN CRAFT RETAILERS EXPO

VISTA CONVENTION SERVICES

6575 Delilah Road
PO Box 3000
Pleasantville, NJ 08232

P: 215-418-2121
F: 215-418-2016
E: jbonfiglio@vistacs.com

WWW.VISTACS.COM

FEBRUARY 13 - 15, 2016
PENNSYLVANIA CONVENTION CENTER - HALL A
PHILADLEPHIA, PA

DISCOUNT DEADLINE DATE: *JANUARY 29, 2016*

CARPET / CARPET PADDING ORDER FORM

STANDARD CARPET

Price includes installation & taping front edge. **NO** guarantee of color match when ordering multiple carpets.

Qty.		Discount Rate	Standard Rate	Total
____	9'x 10'	198.50	260.65	_____
____	9'x 20'	397.00	521.30	_____
____	9'x 30'	595.50	781.95	_____
____	9'x 40'	794.00	1,042.60	_____
____	9'x 50'	992.50	1,303.25	_____

Circle color: **Blue * Burgundy * Gray * Teal * Red * Purple * Black * Hunter Green * Blue Jay * Pepper**

*****IF NO COLOR IS SELECTED, SHOW COLORS WILL PREVAIL*****

CANCELLATION POLICY: ***Items cancelled before the Deadline Date will be refunded 50%. NO REFUNDS AFTER DEADLINE DATE***

CUSTOM CARPET

Price includes installation to fit booth space, protective covering, and edges taped.

INDICATE OVERALL DIMENSIONS:

_____ft.x _____ft. (100 sq. ft. minimum)……..…...$4.40sq.ft. $5.25 sq. ft. _____

Circle color: **Blue * Burgundy * Gray * Teal * Red * Purple * Black * Hunter Green * Blue Jay * Pepper**

****SEE CANCELLATION POLICY UNDER "PLUSH CARPET"****

CARPET PADDING

INDICATE OVERALL DIMENSION:

_____ft.x _____ft. (100 sq. ft. minimum)……..…..$1.85 sq. ft. $2.30 sq. ft. _____

CANCELLATION POLICY: ***Items cancelled before the Deadline Date will be refunded 50%. NO REFUNDS AFTER DEADLINE DATE***

PLUSH CARPET - 28 OZ.

PLUSH CARPET INCLUDES LABOR TO INSTALL AND REMOVE PROTECTIVE COVERING

Orders MUST be received by the Deadline Date above to guarantee delivery. Orders received after the deadline date will be charged at the Standard Rate.

Carpet Size _____x_____=_____(calculate to the next full foot, 100 sq. ft. minimum)

QTY

_____Square feet (**100 sq.ft. minimum**)…….....$4.80 sq. ft. $5.50 sq. ft. _____

Circle Color: **Charcoal Gray * French Beige * White * Red * Colony Blue * Cream * Navy * Emerald Green * Black**

CANCELLATION POLICY: ***Plush & Custom carpet cancelled after orders have been received will be charged at 100% of original price***

ALL CHARGES SUBJECT TO PA SALES TAX (8%)
FULL PAYMENT MUST ACCOMPANY ORDER
ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM

Company Name_____Booth #_____
Street Address_____Phone #_____
City_____State_____ Zip_____Fax#_____
Ordered by (Print or Type)_____E-Mail_____
Signature_____Title_____

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE

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AMERICAN CRAFT RETAILERS EXPO

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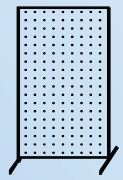
FEBRUARY 13 - 15, 2016
PENNSYLVANIA CONVENTION CENTER - HALL A
PHILADELPHIA, PA

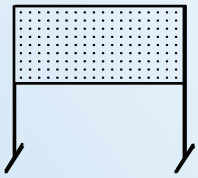
DISCOUNT DEADLINE DATE: *JANUARY 29, 2016*

PERFBOARD & GRID WALLS ORDER FORM

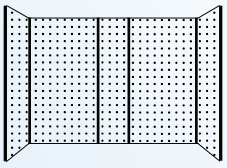
PERFBOARD



STYLE A



STYLE B



STYLE C
Complete Coverage
10' Wide booth space
2' Side Wings
Requires 2 - 4' x 8', 3 - 2' x 8'

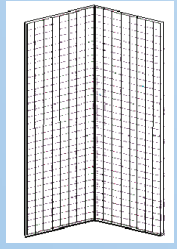
Perfboard holes are 1/8" Diameter. Exhibitors must furnish their own hooks.

INDICATE STYLE REQUIRED: ☐ **A - Vertical** ☐ **B - Horizontal** ☐ **C - Complete Booth Coverage - Number of panels required depends on booth size.**

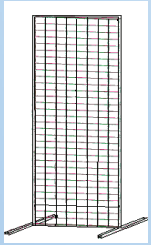
Rental price includes delivery to booth space, installation only where specified, and removal at close of show.

QUANTITY OF FRAMED PANELS REQUIRED:	DISCOUNT RATE	STANDARD RATE	AMOUNT
_____ 4' x 8' Panel (white)……	$182.50	$216.90	_____
_____ 2' x 8' Panel (white)……	123.45	158.95	_____
Perfboard Shelving - 8" Wide			
_____ 4' Long (hardware supplied)……	42.45	56.85	_____

GRIDWALLLS



STYLE A: 2' x 8'



STYLE B: 2' x 6'

STYLE A:
ORDER 2'x8' GRIDS IF YOU ARE PLANNING TO STRING THE GRIDS TOGETHER.
MINIMUM ORDER 2 GRIDS

STYLE B:
ORDER 2'x6'GRID WITH FEET FOR A SINGLE FREE STANDING GRID.

PLEASE SUPPLY DIAGRAM OF LOCATION IN BOOTH FOR SET-UP

NOTE: NO GRID CAN BE HUNG OFF THE BOOTH EQUIPMENT DRAPE.

HOOKS TO BE SUPPLIED BY EXHIBITOR.

QTY		DISCOUNT RATE	STANDARD RATE	AMOUNT
____Style A	2' x 8' Grid (**Minimum order (2) Grids**)……	$56.00	$73.00	_____
____Style B	2' x 6' Grid (w/feet)……	56.00	73.00	_____

CANCELATION POLICY: Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

SUBJECT TO PA SALES TAX (8%)
FULL PAYMENT MUST ACCOMPANY ORDER
ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM

Company Name_____ Booth #_____

Street Address_____ Phone #_____

City_____ State_____ Zip_____ Fax #_____

Ordered by (Print or Type)_____ E-Mail_____

Signature_____ Title_____

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE

ACRE PHILADELPHIA
AMERICAN CRAFT RETAILERS EXPO

VISTA CONVENTION SERVICES

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PO Box 3000
Pleasantville, NJ 08232

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FEBRUARY 13 - 15, 2016
PENNSYLVANIA CONVENTION CENTER - HALL A
PHILADLEPHIA, PA

DEADLINE DATE:
JANUARY 29, 2016

SHOWCASE ORDER FORM

RENTAL PRICE INCLUDES DELIVERY TO & REMOVAL FROM YOUR BOOTH SPACE.

FULL VISION **HALF VISION** **QUARTER VISION**

The above (3) cases are 38" high, 20" deep, lights & locks, White Finish (Electrical Outlet NOT included)

All Electrical Orders must be placed with the PENNSYLVANIA CONVENTION CENTER

SEE THRU WALL CASE **REGULAR WALL CASE**

The above (2) cases are both 84" high and 18" deep. Adjustable glass shelves, glass sliding doors & lights. (Electrical Outlet NOT included)

Description	Quantity	Price	Amount
6' FULL VISION		$446.25	
6' HALF VISION		446.25	
6' QUARTER VISION		446.25	
6' REGULAR WALL CASE		498.75	
6' SEE-THRU WALL CASE		609.00	

***IMPORTANT**: To ensure that your selection will be available you must place your order before the Deadline Date. No guarantee on choice after Deadline Date. Vista is not liable for contents, damages or breakage after cases have been delivered.*

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted.**CANCELLATION POLICY:** Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

8% PA SALES TAX WILL BE ADDED TO ALL SHOWCASE PRICES
FULL PAYMENT MUST ACCOMPANY ORDER
ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM

Company Name _____ Booth #_____

Street Address _____ Phone #_____

City_____ State_____ Zip_____ Fax#_____

Ordered by (Print or Type)_____E-Mail_____

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FEBRUARY 13 - 15, 2016
PENNSYLVANIA CONVENTION CENTER - HALL A
PHILADLEPHIA, PA

DISCOUNT DEADLINE DATE: *JANUARY 29, 2016*

CUSTOM SIGNS ORDER FORM

PRICES BASED ON BLOCK LETTER, BLACK LETTERING ON WHITE SHOWCARD, 10 WORDS OR LESS

Quantity	Size	Discount Rate	Standard Rate	Amount
	7" X 11"	$39.65	$78.90	
	7" x 44"	43.80	87.55	
	11" x 14"	55.00	71.50	
	14" x 22"	65.00	100.00	
	22" x 28"	95.00	150.00	
	28" x 44"	135.00	220.00	

PA SALES TAX WILL BE ADDED TO ALL SIGN PRICES (8%)

- Easel back applied to sign quoted upon request.
- All prices are for single-sided, double-sided quoted upon request.
- Special sizes and materials quoted upon request.
- Delivery time is not guaranteed on orders placed at showsite.
- **All orders must be received (14) days before show opens. Orders after Deadline Date will be subject to an additional 50% fee.**
- Please utilize one of the following programs: **Adobe Acrobat Professional 8.0, Adobe Illustrator EPS, Tiff, Photoshop, PDF with 300 DPI minimum**

Vertical ☐ **Horizontal** ☐ **Color of Background** **Color of Lettering**

Please type desired copy below or attached a separate sheet

ALL ADVANCE SIGN ORDERS WILL BE AVAILABLE FOR CUSTOMER PICK UP AT SHOWSITE SERVICE DESK

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order prior to Deadline Date to qualify for discount rates. All orders received after deadline date or placed at the the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted.**CANCELLATION POLICY:** ***ALL signs cancelled after orders have been received will be charged at 100% of original price.***

ALL CHARGES SUBJECT TO PA SALES TAX (8%)
FULL PAYMENT MUST ACCOMPANY ORDER
ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM

Company Name Booth #_____

Street Address _____ Phone #_____

City_____ State_____ Zip_____ Fax#_____

Ordered by (Print or Type)_____E-Mail_____

Signature_____ Title_____

MAIL OR FX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE

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PHILADLEPHIA, PA

DEADLINE DATE:
JANUARY 29, 2016

BOOTH CLEANING ORDER FORM

Price is based on total square footage of your booth space.

INDICATE YOUR REQUIREMENTS:

☐ **Daily - Vacuuming** .....$.39 per sq. ft.

☐ **Once - Vacuuming before initial opening** .....$.41 per sq. ft.

☐ **Shampoo - One Time** .....$.63 per sq. ft.

SIZE OF BOOTH_____x_____ =_____ SQ. FT. x RATE: _____ x NO. OF DAYS:_____ = $_____

(MINIMUM CHARGE: 100 SQ. FT. PER DAY)

Porter Service……Rates on Request

PAYMENT POLICY: Payment in full of rental charges including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed at the Service Desk will be invoiced at standard rates. Invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All Charges payable in U.S. funds only. Check, Cash, Traveler's Checks, VISA, MasterCard, and American Express are accepted.

CANCELLATION POLICY: Items cancelled before the deadline date will be refunded at 50%. **NO REFUNDS AFTER DEADLINE DATE.**

FULL PAYMENT MUST ACCOMPANY ORDER
ATTACH TO PAYMENT & CREDIT CARD AUTHORIZATION FORM

Company Name_____Booth _____

Street Address_____Phone #_____

City_____ State_____ Zip_____Fax#_____

Ordered by (Print or Type)_____E-Mail_____

Signature_____Title_____

MAIL OR FAX TO VISTA CONVENTION SERVICES BEFORE DEADLINE DATE

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PHILADLEPHIA, PA

DEADLINE DATE:
JANUARY 29, 2016

HANGING OF CEILING SIGNS ORDER FORM

VISTA Convention Services reserves the right to assemble, install, and dismantle "Hanging Signs", non-electrical with approved devices and type of cable to safely hang sign.

* All signs must be approved by Show Management and Vista Convention Services, prior to hanging.
* **All sign orders must be received in Advance of Deadline Date. All orders received after the Deadline Date will be charged an additional 25%. Orders received at the Service Desk are subject to availability and a 50% surcharge.**
* Complete plans must be provided and forwarded to VISTA Convention Services together with the completed Sign Hanging Order Form.

RATES FOR HANGING NON-ELECTRICAL SIGNS:
If sign requires assembly, dismantle, installation of supporting devices or hoisting cable, work will be done on a Time and Material basis. Any materials used for the hanging of signs, will be invoiced accordingly.

There will be a minimum charge of 1 hr. per crew on Installation and 1 hr. minimum charge per crew on Dismantle.

HIGH LIFT AND CARPENTERS - Two (2) Man Crew Required

Straight Time 8:00 AM - 4:30 PM Monday through Friday	$467.25	per hr. - 2 man crew & lift.
Overtime Before 8:00 AM and after 4:30 PM Monday thru Friday, and all hours on Saturday and Sunday	$693.00	per hr. - 2 man crew & lift.
Double Time All Holidays	$918.75	per hr. - 2 man crew & lift.

THE FOLLOWING INFORMATION MUST BE COMPLETED FOR THE ACCURATE HANGING OF SIGN:

DATE REQUIRED_____
TYPE OF SIGN: ☐ Wood ☐ Metal ☐ Cloth Banner ☐ Other _____
SIZE OF SIGN: _____ Height _____Length _____Width _____Weight
SHAPE OF SIGN: ☐ Square ☐ Rectangle ☐ Circle ☐ Triangle ☐ Other_____
NUMBER OF FEET FROM FLOOR TO TOP OF SIGN_____
NUMBER OF FEET IN FROM FRONT OF BOOTH_____
NUMBER OF FEET IN FROM LEFT EDGE OF SIGN_____

Company Name_____Booth _____
Street Address_____Phone #_____
City_____ State_____ Zip_____Fax#_____
Ordered by (Print or Type)_____E-Mail_____
Signature_____Title_____

PAYMENT POLICY: CREDIT CARD INFORMATION MUST BE ON FILE FOR SET-UP & DISMANTLE LABOR ORDERS

Credit Card Information

☐ M/C ☐ VISA ☐ AMEX / ACCOUNT #

EXPIRATION DATE:_____
CUSTOMER CODE #:_____
CARDHOLDERS SIGNATURE:_____ CARDHOLDERS NAME:_____

MAIL OR FAX TO VISTA BEFORE DEADLINE DATE

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AMERICAN CRAFT RETAILERS EXPO

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PHILADLEPHIA, PA

DEADLINE DATE:
JANUARY 29, 2016

RIGGING LABOR ORDER FORM

Order rigging labor ***only*** if you need to assemble, move, unskid, relocate, unpack heavy equipment, after it has been delivered to your booth.

PLEASE NOTE: Exhibitors are allowed a one-time spotting of equipment or machinery (within 6" tolerance) in its initial delivery as handled from carrier to booth, provided exhibitor or his representative is present at time of delivery to booth. It is not necessary to order rigging labor for this function. However, any additional movement or unskidding at exhibit booth will require a rigging order. Do not order rigging labor for motorized or mobile equipment.

Workmen and material handling equipment ordered for the start of the day will be provided at 8:00 AM. Any orders, after 8:00AM, will be assigned after finishing earlier requests.

Exhibitors must verify any rigging labor and material handling equipment orders on the show floor. All workmen and material handling equipment must be signed in and out at the Service Desk. Cancellation of any advance order for rigging labor or material handling equipment must be at least 24 hours in advance.

Rigging crew consists of: **Forklift w/Operator**
1 or 2 Riggers

There is a minimum charge of one hour per crew member. Half-hour increments will apply after the first hour. Straight time rates apply 8:00AM - 4:30 PM weekdays, overtime before 8:00 AM and after 4:30 PM weekdays and all hours on Saturday and Sunday, and double time on holidays.

	STRAIGHT TIME	OVERTIME	DOUBLE TIME
RIGGER	$128.00 per hour	$192.00 per hour	$238.00 per hour
FORKLIFT	$198.00 per hour	$262.00 per hour	$308.00 per hour

w/OPERATOR - (up to 5,000 lbs. capacity)
Larger forklift and/or crane service is available by advance request.

RIGGING LABOR REQUEST

	5,000 lbs. forklift w/operator	# Riggers 1 or 2	Date	Time	Approx. Hours
SET-UP:					
DISMANTLE:					

 # Pieces to be spotted_____ Heaviest Pieces_____

Company Name_____ Booth _____
Street Address_____ Phone #_____
City_____ State_____ Zip_____ Fax#_____
Ordered by (Print or Type)_____ E-Mail_____
Signature_____ Title_____

PAYMENT POLICY: CREDIT CARD INFORMATION MUST BE ON FILE FOR SET-UP & DISMANTLE LABOR ORDERS

Credit Card Information

☐ M/C ☐ VISA ☐ AMEX / ACCOUNT #

EXPIRATION DATE:_____
CUSTOMER CODE #:_____

CARDHOLDERS SIGNATURE:_____ CARDHOLDERS NAME:_____

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FEBRUARY 13 - 15, 2016
PENNSYLVANIA CONVENTION CENTER - HALL A
PHILADLEPHIA, PA

DISCOUNT DEADLINE DATE: *JANUARY 29, 2016*

LABOR ORDER FORM

STAGEHAND LABOR FOR INSTALLATION & DISMANTLING OF EXHIBITS

Stagehand Rates:

Straight Time:	OverTime:	Double Time:
Advance Rate $110.00/hr. **Standard Rate** $137.50/hr.	**Advance Rate** $165.00/hr. **Standard Rate** $206.25/hr.	**Advance Rate** $220.00/hr. **Standard Rate** $275.00/hr.
one hour minimum per worker thereafter 1/2 hr. increments **ST: 8:00 AM to 4:30 PM Monday through Friday**	one hour minimum per worker thereafter 1/2 hr. increments **OT: Before 8:00 AM and after 4:30 PM Monday through Friday and all hours on Saturday and Sunday**	one hour minimum per worker thereafter 1/2 hr. increments **OT: All Holidays**

ALL LABOR ORDERS RECEIVED AFTER THE DEADLINE DATE OR PLACED AT SHOWSITE WILL BE CHARGED AT THE STANDARD RATE.

NOTE: 8:00 AM is the only guaranteed starting time. All the other orders will be filled as labor is available. **All labor must be signed in/out at the Service Desk**. ***Exhibitors not checked in by their requested starting times are subject to a 1 hour minimum charge per man ordered, unless we received written cancellation 24 hours prior to starting time.***

PLEASE INDICATE SERVICE REQUIRED:

☐ **PLAN A - EXHIBITOR'S SUPERVISION** **All work performed must be under the supervision of the Exhibitor.**

	# MEN	DATE	TIME	APPROX. HOURS
SET-UP				
DISMANTLE				

☐ **PLAN B - VISTA SUPERVISION** **Hourly rate plus 35% Supervision Charge / Minimum $40.00 / $50.00**

Name of Carrier_____ # Crates_____ Cartons_____ Skids_____
Shipped to: ☐ Warehouse ☐ Showsite ☐ Display Includes Carpet ☐ Vista's Rental Carpet

Please include Set-up Plans with Order

After Dismantle Return Display To:_____

_____

_____ **VIA**_____

Vista shall not be responsible for damage, loss, or theft of display installed and/or dismantled under our Supervision. Vista shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booths for reloading after the show.

Company Name_____ Booth _____
Street Address_____ Phone #_____
City_____ State_____ Zip_____ Fax#_____
Ordered by (Print or Type)_____ E-Mail_____
Signature_____ Title_____

PAYMENT POLICY: CREDIT CARD INFORMATION MUST BE ON FILE FOR SET-UP & DISMANTLE LABOR ORDERS

Credit Card Information

☐ M/C ☐ VISA ☐ AMEX / ACCOUNT # | | | | | | | | | | | | | | | | |
EXPIRATION DATE:_____
CUSTOMER CODE #:_____
CARDHOLDERS SIGNATURE:_____ CARDHOLDERS NAME:_____

MAIL OR FAX TO VISTA BEFORE DEADLINE DATE

ACRE PHILADELPHIA™
AMERICAN CRAFT RETAILERS EXPO

FEBRUARY 13 - 15, 2016
PENNSYLVANIA CONVENTION CENTER - HALL A
PHILADLEPHIA, PA

VISTA CONVENTION SERVICES

6575 Delilah Road
PO Box 3000
Pleasantville, NJ 08232

P: 215-418-2121
F: 215-418-2016
E: jbonfiglio@vistacs.com

WWW.VISTACS.COM

LIMITS OF LIABILITY & RESPONSIBILITY FOR LABOR

1. ***Vista Convention Services*** and its subcontractors shall not be responsible for loss, delay or damage due to strikes, lockouts or work stoppages of any kind.

2. ***Vista Convention Services*** and its subcontractors shall not be responsible for loss, injury or damage caused by laborers or equipment furnished by ***Vista Convention Services*** or its subcon tractors, except when such laborers are working or operating equipment under the direct supervsion of a supervisor designated by ***Vista Convention Services*** or its subcontractor.

3. ***Vista Convention Services*** and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss, injury or damage to an exhibitor's materials or exhibitor personnel, which may make it impossible or impractical to exhibit exhibitor's materials.

4. Claims for loss, injury or damage which are not submitted to ***Vista Convention Services*** within thirty (30) days of the close of the show on which the loss, injury or damage occurred shall be considered waived. No suit or action shall be brought against ***Vista Convention Services*** or its subcontractors more than one year after the accrual of the cause of action.

5. ***Vista Convention Services*** will not be responsible for improper packing of exhibitor material and products or incorrect labeling if working under the supervision of the exhibitor.

6. ***Vista Convention Services*** will not be responsible for improperly packed or concealed damages to exhibits.

7. The placing of an order for the services of laborers and the use of equipment by an exhibitor or any agent of the exhibitor shall be construed as an acceptance by such exhibitor or agent of terms and conditions set forth in Sections 1 through 6 above.

8. If granted permission for early move-in (off-target move-in) by show management and ***Vista Convention Services***, the exhibitor is required to use ***Vista Convention Services*** labor for booth installation.

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PHILADLEPHIA, PA

DEADLINE DATE:
JANUARY 29, 2016

ACCESSIBLE STORAGE ORDER FORM

Company: _____

Booth #: _____

Contact Name: _____

Phone: _____

Fax: _____

We will require _____ square feet of space in Accessible Storage for -

_____ Boxes # _____ Crates

_____ Cases # _____ Cartons

_____ Skids

of

(List type of product)

_____

_____

_____

We will need access to this product _____ times a day at _____ a.m. and/or _____ times a day at _____ p.m.

The cost for accessible storage includes:

- $75 per 16 square feet per day
- 1/2 hour minimum labor charge per move, based on the rates set forth in this manual on the **INSTALLATION AND DISMANTLING LABOR** form.

Vista Convention Services will go to all reasonable lengths to secure your product. However, we are not responsible for the contents of open boxes put into storage. All storage will be delivered to your booth first. Once the piece count has been verified, the product will be moved into storage.

Retain one copy for your files. Attach the original to the PAYMENT AND CREDIT CARD CHARGE AUTHORIZATION form.

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DEADLINE DATE:
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PRIORITY EMPTY CONTAINER RETURN

PLEASE NOTE THAT THIS SERVICE CANNOT BE ORDERED AFTER THE EMPTIES HAVE BEEN TAKEN TO STORAGE

This service provides for the priority return of your empties to your booth after the close of the show. If you would like this service, please fill out the information below and return to Vista Convention Services.

Priority Empty Container Return……..……**$100.00 per container**

Estimated Number of Pieces…….._____

*****PLEASE NOTE: Special empty container labels are required for this service. Labels will be available at Vista's Service Desk.***

Company Name_____ Booth _____
Street Address_____ Phone #_____
City_____ State_____ Zip_____ Fax#_____
Ordered by (Print or Type)_____ E-Mail_____
Signature_____ Title_____

PAYMENT POLICY: CREDIT CARD INFORMATION MUST BE ON FILE FOR THIS SERVICE

Credit Card Information
☐ M/C ☐ VISA ☐ AMEX / ACCOUNT #

EXPIRATION DATE:_____
CUSTOMER CODE #:_____

CARDHOLDERS SIGNATURE:_____ CARDHOLDERS NAME:_____

MAIL OR FAX TO VISTA BEFORE DEADLINE DATE

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FEBRUARY 13 - 15, 2016
PENNSYLVANIA CONVENTION CENTER - HALL A
PHILADLEPHIA, PA

WAREHOUSE DEADLINE DATE:
FEBRUARY 5, 2016

MATERIAL HANDLING SERVICES & SHIPPING SCHEDULE

1. Vista Convention Services has been designated as the official drayage contractor with responsibility for the unloading, delivery, reloading and processing of all exhibitors' freight shipments.
2. All shipments must have a bill-of-lading showing number of pieces, weight, and description of merchandise. Trucks without a bill-of-lading or documented weight, estimated weights will prevail. Estimated weights will be binding by both parties.
3. **WHEN TO SHIP: THE EARLIEST DATE TO HAVE FREIGHT DELIVERED ADVANCE TO THE WAREHOUSE IS:** ***JANUARY 13, 2016.***
   THE LAST DAY TO HAVE FREIGHT DELIVERED ADVANCE TO THE WAREHOUSE IS: ***FEBRUARY 5, 2016.***
   SHIPMENTS CONSIGNED TO THE SHOW SITE SHOULD BE TIMED TO ARRIVE NO EARLIER THAN : ***FEBRUARY 11, 2016 @ 8:00 AM***
4. **WHERE TO SHIP:**

Address all shipments consigned to ***SHOWSITE*** to:

Exhibitor's Name_____
Booth No._____

ACRE PHILADELPHIA 2016
c/o Vista Convention Services
PENNSYLVANIA CONVENTION CENTER - HALL A
1101 ARCH STREET
PHILADLEPHIA, PA 19107

Address all shipments consigned to ***WAREHOUSE*** to:

Exhibitor's Name_____
Booth No._____

ACRE PHILADELPHIA 206
c/o Vista Convention Services
YRC
2627 STATE ROAD
BENSALEM, PA 19020

5. SHIPPING SCHEDULE & SERVICES: **Warehouse Inquiries: (215) 245-2370**

A. **WAREHOUSE ADVANCE RECEIVING - Roundtrip - CRATED MATERIALS**
ST Rate: ***NO CHARGE*****. - 200# Minimum**
The above rate includes the following:
*Receive crated shipments only at our warehouse 30 days prior to Show.
*Deliver to booth space.
*Removal, storage, return of empty containers.
*Pick-up at the booth and load onto outbound carrier.
*Shipments of loose or uncrated materials will not be received at warehouse.

B. **DIRECT SHIPMENT TO SHOWSITE - Roundtrip - CRATED MATERIALS**
ST Rate: ***NO CHARGE*****. - 200# Minimum**
The above rate includes the following:
*Receive shipments at showsite on move-in dates.
*Deliver to booth space.
*Removal, storage, return of empty containers.
*Pick-up at the booth and load onto outbound carrier.

C. **DIRECT SHIPMENT TO SHOWSITE - Roundtrip - UNCRATED AND LOOSE MATERIALS**
ST Rate: ***NO CHARGE*****- 200# Minimum**
The above rate includes the following:
*Receive shipments at showsite on move-in dates.
*Deliver to booth space.
*Removal, storage, return of empty containers.
*Pick-up at the booth and load onto outbound carrier.

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WAREHOUSE DEADLINE DATE:
FEBRUARY 5, 2016

AUTHORIZATION TO PROVIDE MATERIAL HANDLING SERVICES

We hereby authorize Vista Convention Services, Inc. to handle our shipment(s) in accordance with the information above and on the reverse side of this form, and have read this order and agree to the terms and provisions hereof including those on the reverse side and acknowledge receipt of a copy. We agree that Vista will provide its services as our agent, and not as bailee or shipper, and if any employee of Vista shall sign a delivery receipt, bill-of-lading, or other documents, we agree that they will do so as our agent, and we accept the responsibility therefor.

We agree, in the event of a dispute with Vista relative to any loss or damage to any of our materials or equipment that we will not withhold payment of any amount due to them for drayage or any other services provided by Vista as an offset against the amount of the alleged loss or damage. We further agree that any claim we may have against Vista shall be pursued independently by us as a completely separate transaction to be resolved on its own merits.

THIS AUTHORIZATION MUST BE COMPLETED BELOW AND SENT TO VISTA CONVENTION SERVICES BEFORE FREIGHT SHIPMENTS CAN BE HANDLED

Company Name_____Booth _____

Street Address_____Phone #_____

City_____ State_____ Zip_____Fax#_____

Ordered by (Print or Type)_____E-Mail_____

Signature_____Title_____

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LIMITS OF LIABILITY FOR MATERIAL HANDLING

Vista Convention Services shall not be responsible for damage to uncrated materials, material improperly packed, or concealed damage.

Vista Convention Services shall not be responsible for loss, theft, or disappearance of exhibitor's material after same has been delivered to exhibitor's booth.

Vista Convention Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for reloading after the show. Bill of lading covering outgoing shipments, which are furnished by ***Vista Convention Services*** to exhibitor, will be checked at time of actual pick up from booth and corrections made where discrepancies occur.

Vista Convention Services shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind or to any causes beyond its control.

Vista Convention Services' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event, ***Vista Convention Services'*** maximum liability shall be limited to $.30 per pound per article with a maximum liability of $50.00 per item, or $1,000.00 per shipment; whichever is less.

Vista Convention Services shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's materials which may make it impossible or impractical to exhibit same.

The consignment or delivery of a shipment to ***Vista Convention Services*** by an exhibitor, or by any shipper to or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth.

Rates are based on incoming weight only. All weights are rounded off to the next 100 weight. Each shipment received is considered separately. Freight handling charges are the responsibility of the exhibitor.

Exhibitors are urged to carry all-risk floater insurance covering their materials against damage, loss, and all other hazards from the time shipment is made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost.

Empty container labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. ***Vista*** assumes no responsibility for removal of containers with old Empty labels, mislabeled, or valuables stored in-side containers while containers are in storage.

Outbound shipping labels and bills of lading will be available at the Service Desk. Exhibitor or his/her representative must pack and label their exhibit material and turn in bill of lading for each shipment at the Service Desk before leaving the show. ***Vista*** will route all shipments unless a designated carrier has been assigned. If the designated carrier fails to pick up by the removal date of the show,

Vista reserves the right to route exhibit material by an alternate carrier. As a result of re-routing or handling no liability will be assumed by ***Vista.***

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SHIPPING & MATERIAL HANDLING RECAP

For complete information and descriptions on shipping and material handling, refer to the MATERIAL HANDLING SERVICES AND SHIPPING SCHEDULE form in this Exhibitor Service Manual.
We understand that your calculation is only an estimate.
If you have any questions about material handling, please contact Vista Convention Services.

COMPUTATION OF ORDER: **When recording weight, round up to the next 100 pounds.**

A. CRATED AND/OR SKIDDED FLOOR LOAD SHIPMENTS

Warehouse
We will ship _____ lbs. @ ***NO CHARGE*** $_____

Showsite
We will ship _____ lbs. @ ***NO CHARGE*** $ _____

B. UNCRATED, UNSKIDDED OR WRAPPED SHIPMENTS & CRATED SHIPMENTS REQUIRING SPECIAL HANDLING

Warehouse
We will ship _____ lbs. @ ***NO CHARGE*** $_____

Showsite
We will ship _____ lbs. @ ***NO CHARGE*** $ _____

Payment Enclosed $_____

Company Name: Booth #:

MAIL OR FAX TO VISTA CONVENTION SERVICES

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MATERIAL HANDLING SPECIAL SERVICES

EMPTY STORAGE

Those exhibitors who elect to hand-carry in one trip items into the exhibit hall without the assistance of Vista Convention Services may acquire on-site storage for empty containers based on the following rates: $20 per carton and $30 per fiber case. This service includes removing empties from your booth, storing them during the show and returning them to your booth after show closing. Please refer to the union regulations included in this manual.

MOBILE UNIT SPOTTING

Exhibitors authorized by show management to bring a motorized vehicle into the exhibit hall will be required to hire Vista Convention Services supervision services at the rate of $275.00 round-trip per mobile unit. A representative from Vista Convention Services will escort each vehicle into and out of the exhibit facility to provide safe access and minimize liabilities.

SHIPMENTS RETURNED TO WAREHOUSE

At the close of show, for re-forwarding or storage, there will be an additional charge of $16.00 per cwt. on straight time; $20.00 per cwt. on overtime, with a 1,000 lb. minimum. Warehouse storage space is limited. Please call our Customer Service Department at (609) 485-2421 to confirm availability prior to show.

SPECIAL RATES AND SERVICES

Steel banding is available at $1.05 per linear foot, plus one-half hour minimum labor.

UPS & FEDEX SHIPMENTS

A fee of $75.00 will apply for all UPS & FedEx shipments going back to Vista Convention Services Warehouse.

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IMPORTANT FREIGHT INFORMATION

DEFINITION OF SPECIAL HANDLING:

"Shipments that are loaded in such a manner as to require additional labor to unload, sort, and deliver".

Vista Convention Services uses the following definitions in assessing Special Handling surcharges for material handling:

⇒ **Ground load/unload-**vehicles that are not dock height preventing the use of loading docks, such as U-Hauls, flat bed trailers, double drops, etc. Situations where dock utilization is not possible will result in a Special Handling assessment.

⇒ **Side door load/unload-**shipments that cannot be accessed from the rear of the trailer.

⇒ **Constricted space load/unload-**trailers loaded "high and tight", shipments that are loaded in such a manner as to not be readily available (freight down one side of a trailer that must be bypassed to reach targeted freight).

⇒ **Designated piece load-**driver with tape measure who requires loading crew to bring multiple pieces of freight to rear of trailer to select next piece; having to unload and reload to fit, etc.

⇒ **Stacked shipments-**shipments loaded in such a manner as to require items to be removed to ground level for delivery to booth. Loose items stacked on top of crates and/or pallets constitute Special Handling.

⇒ **Mixed shipments-**multiple shipments delivered together without shipment integrity; pieces for separate shipments that are loaded mixed throughout the delivery vehicle, such as UPS, FedEx, USPS. **Improper delivery receipts-** shipments that arrive without individual bills of lading, such as UPS, FedEx, USPS.

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SHIPPING INFORMATION

WHAT YOU SHOULD KNOW:

*As an exhibitor, you are responsible for providing your carrier with proper delivery and pickup information for your materials, both in advance and at show site.

*Please prepay all shipping charges. Vista Convention Services cannot accept or be responsible for collect shipments. All shipments must be accompanied by a bill of lading. Shipments received without receipts, freight bills or specified unit counts (UPS, Federal Express, personal vehicles, etc.) will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Vista for such shipments. Shipments without certified weight documents will be estimated by Vista. This estimate will be binding on both parties and no adjustments will be made after the show closes.

Do not ship uncrated materials to the warehouse! Loose, uncrated or unskidded materials will be accepted at show site only. Uncrated shipments received at show site are charged at higher handling rates than crated, skidded or otherwise self-contained shipments.

*Separate mixed van shipments between crated and uncrated, and clearly identify the weights of each on the bill of lading. Otherwise, Vista Convention Services will invoice the entire load at the uncrated rate and will be unable to adjust charges later.

*Select your carrier carefully. Shipments received on vehicles that cannot be unloaded at the dock are considered "special handling" and are charged at higher rates.

*All shipments for the show received either in advance or at show site will be charged material handling by Vista Convention Services. Refer to the ***MATERIAL HANDLING SERVICE AND RATES*** form in this manual.

*All material handling rates are roundtrip and are based on incoming weights only. Overtime charges may apply under some circumstances. Please refer to the ***MATERIAL HANDLING SERVICE AND RATES*** form in this manual.

*If granted permission for early move-in (off-target move-in) by show management and Vista, the exhibitor is required to use Vista Convention Services' labor for booth installation.

MATERIAL HANDLING INCLUDES:

*Storing your booth in our warehouse for up to 30 days in advance of the show. (***Advance shipments only***)

*Delivering materials to your booth at show site.

*Removing empty containers from your booth, storing them for the duration of the show, then returning them to your booth at close of show.

*Moving packed and labeled materials from your booth to the dock area at close of show and reloading them on designated vehicles based on information provided on your show site bill of lading.

MATERIAL HANDLING DOES NOT INCLUDE:

*Labor and/or equipment for uncrating, un-skidding, assembling, positioning, leveling, dismantling, re-crating and re-skidding machinery and/or equipment for exhibitors. Additional labor to accomplish these tasks may be ordered from the various labor order forms enclosed.

*Scheduling any carrier for pick up or delivery of your materials, if other than the official show carrier(s).

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SHIPPING 101

Exhibiting at a tradeshow can be costly. When a company purchases a booth space, it is just the beginning of the expenses that typically include shipping freight, furniture rental, and material handling. The seasoned exhibitor can tell you that material handling, often referred to as "drayage", is sometimes the most costly item on the list. In many cases, the exhibitor is paying for surcharges he does not understand. By understanding what drayage is and how service contractors establish their rates, you will be able to save money by avoiding unnecessary charges. Outlined below are some of the most commonly asked questions about drayage.

WHAT IS DRAYAGE?

Simply stated, drayage is the moving of materials from point A to point B. Whether your materials are sent in advance to the service contractor's warehouse or directly to show site, they still need to get to your booth after the carrier drops them off. Paying for drayage entitles you to have your freight taken to your booth from the loading dock, empty containers stored during the show, empty containers returned to your booth at the close of the show, and your freight carried back to the loading dock and loaded onto the carrier at the conclusion of the show. Then you arrange for a carrier to pick up your exhibit materials for transport to the next destination. There is usually a 200 pound minimum per shipment charge for drayage.

CAN MATERIALS BE HAND CARRIED TO MY BOOTH?

In most major cities, union labor has exclusive rights to the loading dock. The total weight and size of the display plus the union regulations regarding drayage for that city will determine if items can be hand carried to avoid paying for drayage. However, if you think you can hand carry your display onto the show floor, it has to be brought in through the front entrance. To avoid any surprises or confusion, please check the union regulations in this Exhibitor Service Manual. If you hand carry your items, the empty containers may be stored during the show for a fee.

HOW ARE DRAYAGE RATES DETERMINED?

Since union labor is used to move freight, Vista Convention Services must set the rate based on the labor rate in that city. Drayage rates also reflect the cost of empty storage space and the overall cost to produce the tradeshow. Drayage rates will vary depending on move-in and move-out times.

HOW CAN I SAVE MY COMPANY MONEY?

Read your Exhibitor Service Manual and pay close attention to the shipping instructions. Be aware of any surcharges that may be imposed for special handling or late shipments. Please pay close attention to deadline dates. If warehouse shipments arrive too early or miss the deadline date, that means an additional surcharge. Vista Convention Services usually allows shipments to arrive at the advance warehouse up to 30 days from the first move-in date.

SHIP IN QUANTITY. Because service contractors usually enforce a 200 pound minimum per shipment, it is best to send your freight as one big shipment. We realize this is not always possible, but if you send 40 and 50 pound packages separately, you will be charged the minimum weight on each shipment. This expense can add up, but can be avoided with a little planning and organization. If possible, make sure your product is crated. Crated shipments are the easiest to unload, therefore, they incur the least drayage charge. Loose, pad wrapped and/or uncrated freight takes longer to unload and will be charged at higher rates. It may be worth the time and money to have crates built for your display. In addition, crates will help protect your materials during shipment.

SHOULD I SHIP TO THE ADVANCE WAREHOUSE OR SHOW SITE?

When possible, ship in advance to the warehouse. Even though the drayage charges are typically 25% higher, there are benefits. You can confirm receipt of your shipment with Vista Convention Services before the show, adding to your peace of mind. In addition, freight sent to the warehouse is unloaded prior to exhibitor move-in. Therefore, your freight will be in your booth upon your arrival. You can begin setting up your exhibit as soon as you arrive, which can save you time and labor during set-up. It is worth the added expense in order to reduce problems at show site.

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OUTBOUND SHIPPING INSTRUCTIONS

SHIPPING OUTBOUND FROM SHOW SITE

· All outbound shipments ***must*** be accompanied by an official show bill-of-lading.

· You may obtain show bills-of-lading after reviewing your invoice at show site.

· When shipping to separate destinations, a separate bill-of-lading is required for each destination.

· All outbound shipments should be addressed/labeled as follows:

Label each item as follows:

From: (Your Company Name)
Booth #:
Show Name: ACRE PHILADELPHIA 2016
Location: PENNSYLVANIA CONVENTION CENTER - HALL A
To: (Shipping Address)

· Once your shipment is packed and labeled, return your show bill-of-lading to the Vista Service Desk. All bills-of-lading must be turned in no later than:
MONDAY, FEBRUARY 15, 2016 by 11:59 PM

DO NOT LEAVE BILLS OF LADING IN YOUR BOOTH!

· Failure to turn in your show bill-of-lading by the designated deadline may result in additional over times charges and/or the rerouting of your materials.

· Be sure to confirm pickup day(s) and time(s) with your selected carrier. All outside carriers (carriers other than **YRC Air Freight or YRC**) must be checked in no later than:
MONDAY, FEBRUARY 15, 2016 by 5:30 PM

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EXHIBITOR MOVE-OUT INFORMATION

The following instructions will enable you to plan for a Safe and Efficient Move-Out:

- **Empty cartons, cases and crates will automatically begin returning to your booth. The completion of this process will take 1 to 2 hours to complete. For safety reasons, please stay clear of the loading docks during this process.**

- **If you require Dismantling Labor, please check in at the INSTALLATION & DISMANTLING LABOR SERVICES desk at the rear of the hall. Labor is available on a first-come, first-served basis, with priority given to those who submitted requests in advance.**

- **Please have all displays dismantled, packed and removed from the hall by 11:59 PM on FEBRUARY 15, 2016.**

- **ALL OUTBOUND SHIPMENTS THAT WILL LEAVE *VIA THE LOADING DOCK* MUST HAVE A VISTA BILL OF LADING (BOL). A customer service representative will bring a BOL to your booth.**

- **Please turn in your BOL at the Vista Customer Service Desk when you are packed up and ready to be loaded out. DO NOT LEAVE THE BOL IN YOUR BOOTH. Trucks will be loaded on a first-come, first-served basis with re-gard to location on the show floor.**

- **All outside carriers who will be transporting your material must be checked in no later than 5:30 PM on FEBRUARY 15, 2016.**

- **All freight MUST be removed from the exhibit floor by 11:59 p.m. on February 15, 2016.**

- ***Failure to do so could result in having your freight re-routed.***

6575 Delilah Road
PO Box 3000
Pleasantville, NJ 08232

P: 215-418-2121
F: 215-418-2016
E: jbonfiglio@vistacs.com

WWW.VISTACS.COM

OUTBOUND SHIPPING INFORMATION

Shipping Options

YRC:

- **YRC will be onsite for any YRC shipments, Las Vegas Caravan and all shipments over 500lbs. (See YRC flyer for more information) or call the YRC Exhibit Hotline at 1-800-531-3976 and ask for the Trade Show 81200 Tariff Rate.**

TWI:

- **TWI Group will also be onsite for your small package needs. They can ship 1-500 lbs. (See TWI Rate Sheet and Shipment Quote flyer) or call Chip Frye at 615-627-7120 for additional information.**

FED EX/ UPS:

- **There is also a FedEx store outside Hall A in the Pennsylvania Convention Center. They can handle all FedEx shipments as well as UPS packages (UPS packages must have pre-paid labels). If you have questions, you can call them at 215-925-1215 or email usa5530@fedex.com.**

We get your show on the *Road* or in the *Air*

YRC Freight is the Show's Recommended Carrier
Let YRC Freight assist in handling your **Ground, Air** and **Expedited** shipping needs. Just stop by the Exhibitor's Service Desk and speak with our Trade Show Specialist from YRC Freight

YRC Freight's Service Advantages: Time Critical - **Any Need, Any Speed, Guaranteed**.
- Guaranteed, By Noon, By 5 pm, Hour Window or Multiday Window

Standard Ground – The most reliable standard ground service in the Exhibit industry

Any Size Shipment – We have the ability to move everything from small packages to full truck-loads at competitive prices

World Class Customer Service – Our Exhibit customer service offers 24/7 support for your exhibit shipping needs at 1-800-531-EXPO (3976) *we will also have a dedicated Exhibit Manager at the customer service desk in both Philadelphia and Las Vegas.*

Don't worry if you are a first time user with YRC Freight, because we can establish competitive pricing for your outbound shipment right on the spot!

Contact us at 1- 800-531-EXPO (3976), yrcfreight.com or exhibit.services@yrcfreight.com
an YRC Freight representative will also be at the shows in DC, Philadelphia and Las Vegas.
Caravan Service – Conveniently transports your exhibit materials from show to show.
Freight rates offered for ACRE shows are as follows:

Philadelphia to Las Vegas - $425.00 per pallet space* with 14 participants minimum required
$25.00 deposit required if you sign up 10 days before the show. $40.00 per pallet added if signed up at the show.

*(pallet space is identified as an item taking up no more than 48" x 48" x 50 "up to 600 lbs.
A shipment taking up a larger footprint will be charged accordingly for each pallet space utilized)

TWI Group, Inc. Trade Show Rates from Venue.

Zone	1	2	3
Min. Chg. 01-200 lbs.	0.79	0.85	0.94
201-500 lbs	0.75	0.81	0.89
Economy Service			
Next Day	Spot Rate		
2-3 Day	Spot Rate		
Beyond 30 miles from			
City Center	TBD	TBD	TBD

Outbound Shipping Rates for Small

Shipments from ACRE Show,

Philadelphia 2016

TWI GROUP℠

Delivering First Class Service Every Time

*** Must have Email Address on all BOL's**

*** Call Chip at #615-627-7120 for all Spot Rates**

*** Lift Gate = $75.00**

*** Inside Delivery = $75.00**

TWI GROUP
Delivering First Class Service Every Time

Shipment Quote Form

Contact Name:		Phone No.:		Fax No.:	

Billable Name and Address:					

Pick up Date:		Time Shipment will be Available:	From:		To:		
Pick up Address:							

☐ Residence Business

Deliver to:					
Delivery Address:				Booth No.:	

☐ Advanced Warehouse ☐ Show Site Business

Show Name:		Decorator:			
Requested Delivery Date:	Be	tween:		and	

Shipment Characteristics:	No. of Pieces	Length W	idth	Height	Dim Weight	Actual Weight
Pallets:						
Wooden Crates:						
Cases on Wheels						
Carpet Color						
Total Pieces:	On a Pallet/s			Total Weight:		

Shipment Services	Yes	No
Lift Gate at Origin?		
Lift Gate at Destination?		
Inside Pick Up?		
Inside Delivery?		
After Hours pick up or Delivery		
Weekend Pick Up or Delivery?		
Misc.:		

One Way Quote $ Roundtrip Quote $

***** Email back to CFYE@TWIGROUP.com**

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

_____

_____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

ACRE PHILADELPHIA 2016
YRC
c/o VISTA CONVENTION SERVICES
2627 STATE ROAD
BENSALEM, PA 19020

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

_____

_____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

ACRE PHILADELPHIA 2016
YRC
c/o VISTA CONVENTION SERVICES
2627 STATE ROAD
BENSALEM, PA 19020

FOR ADVANCE SHIPMENTS ONLY

Deliver NO LATER than FEBRUARY 5, 2016, Receiving Hours: 8am - 3:30pm, Monday through Friday, CHECK IN BY 3PM

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

_____

_____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

ACRE PHILADELPHIA 2016
YRC
c/o VISTA CONVENTION SERVICES
2627 STATE ROAD
BENSALEM, PA 19020

ADVANCE WAREHOUSE SHIPMENTS ONLY

FROM: _____

_____

_____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

ACRE PHILADELPHIA 2016
YRC
c/o VISTA CONVENTION SERVICES
2627 STATE ROAD
BENSALEM, PA 19020

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

_____

_____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

ACRE PHILADELPHIA 2016
c/o VISTA CONVENTION SERVICES
PENNSYLVANIA CONVENTION CENTER
HALL A
1101 ARCH STREET
PHILADELPHIA, PA 19107

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

_____

_____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

ACRE PHILADELPHIA 2016
c/o VISTA CONVENTION SERVICES
PENNSYLVANIA CONVENTION CENTER
HALL A
1101 ARCH STREET
PHILADELPHIA, PA 19107

FOR ON-SITE DIRECT SHIPMENTS ONLY

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

_____

_____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

ACRE PHILADELPHIA 2016
c/o VISTA CONVENTION SERVICES
PENNSYLVANIA CONVENTION CENTER
HALL A
1101 ARCH STREET
PHILADELPHIA, PA 19107

ON-SITE DIRECT SHIPMENTS ONLY

FROM: _____

_____

_____

TO: _____
(EXHIBITOR NAME) (BOOTH #)

ACRE PHILADELPHIA 2016
c/o VISTA CONVENTION SERVICES
PENNSYLVANIA CONVENTION CENTER
HALL A
1101 ARCH STREET
PHILADELPHIA, PA 19107

100 percent Customer-Focused, Cost Effective

SMG Labor Services at Pennsylvania Convention Center

Exhibiting at the Pennsylvania Convention Center in Philadelphia is even easier with new management by SMG - the country's best and most experienced meeting facilities managers. You can expect the same kind of seamless, professional management that SMG provides to some of the best meeting facilities in the country including Chicago, San Francisco, Denver and New Orleans. The combination of SMG management and the Pennsylvania Convention Center's newly implemented Customer Satisfaction Agreement are aimed at making it easier for our customers and our exhibitors to conduct business.

Customers' and Exhibitors' Rights

Exhibitors' Booths

- In exhibit booths that are no larger than 600 net square feet, an Exhibitor or a full-time company representative(s) **may erect and teardown booths**. The use of hand tools, power tools, battery-operated tools and ladders up to 6' are permitted.
- In exhibit booths that are no larger than 600 net square feet, an Exhibitor or a full-time company representative of the exhibitor's company **may hang signs or graphics**.

Loading and Unloading

- Exhibitors **may load and unload** non-commercial automobiles, station wagons, mini-vans, SUV's, and non-commercially registered 4 wheel pick-up trucks or vans.
- Exhibitors **may use equipment**, including but not limited to, carts, dollies, luggage carriers, 4 wheel flatbed carts, and 2 wheel hand trucks. The use of any motorized or hydraulic devices is prohibited.

Easels and/or Sign Cards

- All full-time regular employees of Show Management, Meeting Planner or Show Organizers may place, move and/or remove easels or card signs or both. They may also put out up to 6 pop up signs. Signs and easels need to be delivered to a central location for an organization's staff members to move to an appropriate location.

Computers / Audio Visual

- All full-time regular employees of Exhibitors shall be **permitted to connect their personal computers** (desktop and laptop), computer components and peripherals with no limitation for non-public uses.

- All third-party vendors, including rental companies, contractors, and/or vendors must utilize union workers to install and to dismantle their laptops, desktops, computers and audio-visual equipment.
- The installation and dismantling of all computers (in bulk) in the Cyber Cafes and all meeting rooms shall be handled by a combined workforce of Electricians and Stagehands that is designated by the Labor Supplier.

Stage

- Computers set on stage are exclusively the jurisdiction of Stagehands.

Exhibits

- Décor and props (on stage) are installed and dismantled by Stagehands.
- I & D Exhibits (not set by the Exhibitor) of more than 600-square feet are installed and dismantled by Stagehands.

Electrical

- Exhibitors cannot run cords under carpet.
- Exhibitors can run cords over carpet as long as they are concealed and do not impose a trip hazard, i.e. side curtains or under tables with skirts.
- All cords within booth must be grounded 3-wire, 12-gauge UL cords.
- No household ungrounded 2-wire extension cords allowed.

Florists

- All commercial deliveries must utilize union unload labor to deliver floral arrangements and plants to exhibits and meeting rooms.
- Exhibitors and Customers using a non-commercial vehicle can load, unload and deliver plants to their designated areas.
- Exhibitors and Customers and their employees at the organization can load and unload their plants or floral arrangements in non-commercial vehicles, i.e. automobiles, station wagons, minivan, SUV and non-commercially registered four-wheel pickup truck or van. They may use their own equipment, including but not limited to: carts, dollies, luggage carriers, flat-bed carts and two-wheel hand trucks. They may not use motorized or hydraulic devices.

These rights apply to PCC Customers and Exhibitors only. A PCC Customer is any organization that has entered into a lease agreement for the use of our facility and a PCC Exhibitor is any entity that is exhibiting at an event held within our facility. These particular Customers' and Exhibitors' rights do not apply to contractors working within our facility. All contractors performing work at the PCC should contact SMG Labor Services to arrange for the procurement of the required show labor. SMG Labor Services at PCC can be reached at (215) 418-2032.

Pennsylvania Convention Center
PHILADELPHIA

AN SMG MANAGED FACILITY

PCC SAFETY GUIDELINES FOR EXHIBITORS WORKING IN BOOTHS 600 SQ/FT OR LESS

1. A ladder up to 6 feet may be used in accordance with the manufacturer guidelines.
2. Power actuated tools, such as Hilti guns and gas filled nailers, may not be used under any circumstances.
3. The use of gasoline powered equipment is prohibited.
4. The use of one scaffolding section will be permitted, multi-tier scaffolding is not permitted.
5. Batteries shall be disconnected and reconnected by electricians regardless of booth size.
6. Rigging of heavy objects is not permitted. Riggers would be required for such work.
7. The use of safety protection is required when needed, such as safety glasses, gloves, etc.
8. The use of hoists will not be permitted.
9. The use of a device with an open flame, such as a propane torch, is prohibited.
10. Lasers, rotating or still, shall not be permitted
11. No smoking shall be permitted inside the facility.
12. Exhibit booths or displays may not block fire equipment.

Pennsylvania Convention Center
PHILADELPHIA
AN SMG MANAGED FACILITY

Frequently Asked Questions-Exhibitors
100 Percent Customer-Focused, Cost Effective

Loading and Unloading

As an exhibitor can I unload my own vehicle?

- Yes, as long as it does not have commercial tags or lettering on the vehicle.

Product

Can we open boxes and stock our shelves?

- Exhibitors and customers may open boxes, stock shelves, distribute and set product, set-up, place plug in, hang from hooks product and literature within the booth space. Exhibitors may perform work on their own display equipment after the initial set-up and/or for maintenance.

Booth Set-Up

Install

As an exhibitor do I have the right to install flooring and displays in my booth?

- Exhibitors can set-up and/or tear-down a booth as long as the booth is 600 square feet or less and a full-time employee of the company.

With the new rules in the building am I able to use a step ladder and a screw gun in my booth?

- In booths that are less than 600 square feet you are permitted to use ladders up to 6' and power tools (including battery operated).

I will be exhibiting in a few months at the PCCA. Is it ok for me to set up scaffolding and paint in my booth?

- Yes, as long as you are a full time employee and the booth is less than 600 square feet. Only one level of scaffolding is permitted.

As an exhibitor can I also work in my booth if I hire stagehands to install my booth?

- Yes, as long as they are full-time employees of the company for more than 6 months and have an exhibitor badge.

I am an exhibitor coming in for an event next month and I was wondering if I can set up my personally owned 40 inch monitor with DVD player?

- Exhibitors can install monitors and A/V equipment that is not rented as long as you are a full time employee of the booth and the booth is not in excess of 600 square feet.

Electric

My booth will have stem lighting, can I install them myself?

- Exhibitors have the right to install your own lighting as long as the booth is 600 square feet or less. Lights must be in stalled by a full time employee of the booth and they cannot be provided by a rental company or 3rd party. Rental lighting must be installed by electricians. They must be UL/NEC compliant.

As an exhibitor can I set up my own computers?

Yes, exhibitors may set up personally owned computers that are not to be used for public use. In addition, all rented equipment must be set up by electricians.

As an exhibitor, can I run my own cords in my booth?

An exhibitor can run cords within a booth less than 600 square feet along the drape line or behind a display. It must be 12 gauge with grounded. Taping across the floor cannot be permitted.

Can I disconnect my battery from a vehicle in my booth?

Batteries shall be disconnected and reconnected by electricians regardless of booth size.

Ordering Exhibitor Services Online

(this is the quickest, easiest and preferred method for ordering utilities)

Ordering your Exhibitor Services Online at the Pennsylvania Convention Center is as easy as… 1, 2, 3 use this link to access our on line system

For electricity, plumbing, compressed air, telecommunications and/or internet services online ordering please use this link:

https://iebms.paconvention.com/coe/coe_p1_all.aspx?oc=10&cc=COESOP

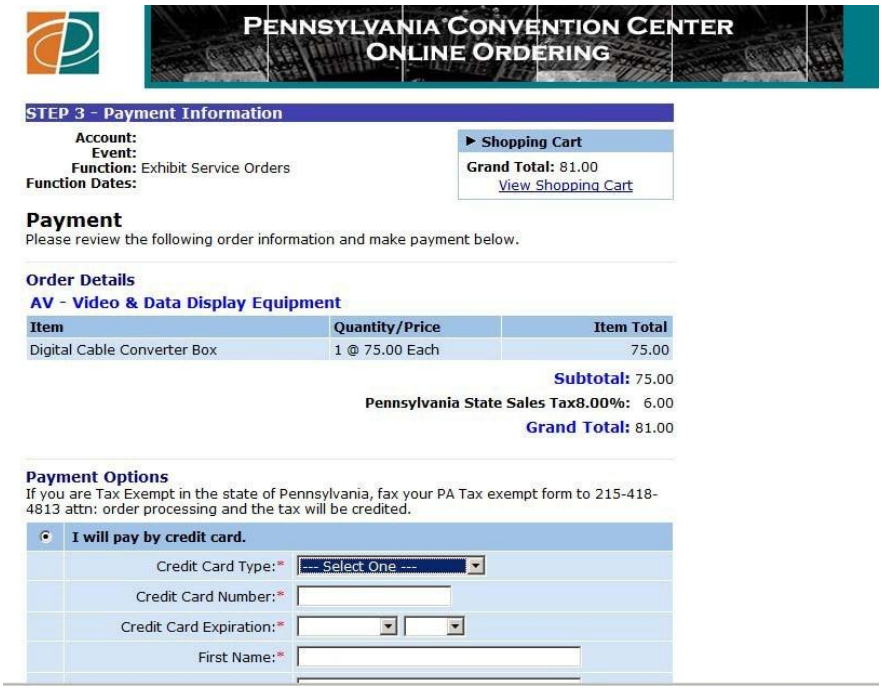
One: Select your event, register or login, and enter your booth number.

PENNSYLVANIA CONVENTION CENTER
ONLINE ORDERING
Logon
Existing User
If you are an existing user, please logon.
E-Mail Address:
Password:
Forget your password? Send password to my e-mail
Logon
New User
If you are a new user, select the Create Account button below.
Don't Have An Account?
Create Account
For assistance using our logon application please contact our customer service.

Two : Select the services desired .

PENNSYLVANIA CONVENTION CENTER
ONLINE ORDERING
STEP 2 - Shop For Services
Account:
Event:
Function: Exhibit Service Orders
Function Dates:
Order Form List
AV - Video & Data Display Equipment, Electrical Services - Client Services, Electrical Equipment - Client Services, Internet Services, Telecom Services, Water & Compressed Air
Order Form
Enter desired item information and hit the Add Items to Cart button below to save to the shopping cart.
AV - Video & Data Display Equipment
Item
Quantity/Price
Item Total
Digital Cable Converter Box
75.00 Each
0.00
HD Cable Converter Box
100.00 Each
0.00
IASTE Cable Feed
275.00 Each
0.00
Add Items To Cart

Three : review your cart, pay by credit card and checkout



RETURN THIS FORM TO:
PCCA/SMG ORDER PROCESSING
1101 Arch Street
Philadelphia, PA 19107
Phone: (215) 418-2190
Fax: (215) 418-2187
utilities@paconvention.com

Pennsylvania Convention Center
PHILADELPHIA

AN SMG MANAGED FACILITY

ACRE - American Craft Retailers Expo
Advance Order Deadline
January 20th 2016

ELECTRIC SERVICE ORDER

(Please read instructions, explanation of services and regulations on reverse side)

Exhibiting Firm: _____ **Booth No.:** _____

Address: _____ **Event:** _____

City: _____ **State:** _____ **Zip:** _____

Exhibitor Contact Name: _____ **Title:** _____

Phone: (_____ **)** _____ **E-Mail:** _____

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials

[ ] Visa [ ] MasterCard [ ] Amex Account Number: _____ **Exp Date:** _____

Print Card Holder's name: _____ **Signature:** _____

Check enclosed #: _____ **Amount:** _____

STANDARD 120 VOLT SERVICE

Service originates at back center in line booths, Electrical Labor Order required for other location. Island & Peninsula Exhibits

QTY	SERVICE	ADVANCE	STANDARD	24 HR ADD 50%	TOTAL
	500 watt service	**$115.00**	**$155.00**		
	1000 watt service	**$145.00**	**$205.00**		
	2000 watt service	**$190.00**	**$255.00**		
	OTHER	Call	Call		

208 VOLT MOTORS/MACHINERY

Labor order and floor plans required for 208v Services. Labor and material charges will apply.

QTY	SERVICE	ADVANCE	STANDARD	24 HR ADD 50%	TOTAL
	20 amp single phase	**$400.00**	**$495.00**		
	30 amps single phase	**$420.00**	**$575.00**		
	60 amps single phase	**$650.00**	**$875.00**		
	100 amps single phase	**$1,000.00**	**$1,600.00**		
	20 20amp three phase	**$500.00**	**$580.00**		
	30 amps three phase	**$525.00**	**$785.00**		
	60 amp three phase	**$775.00**	**$1,085.00**		
	100 amps three phase	**$1,250.00**	**$1,725.00**		
	OTHER	Call	Call		

RENTAL LIGHTS

Price includes power/installation/one time focus on Straight Time with lighting grid

QTY	SERVICE	ADVANCE	STANDARD	TOTAL
	4' Track w/3 90watt lamps w/electric service /installation	**$165.00**	**$255.00**	
	8' Track w/3 90watt lamps w/electric service /installation	**$225.00**	**$305.00**	
	Each additional track lamp	**$20.00**	**$30.00**	
	LED Clamp Stem Light w/electric service /installation	**$125.00**	**$170.00**	
	Overhead Source 4 550w Par Can	**$650.00**	**$900.00**	
			SUB TOTAL	
			8% SALES TAX	
			TOTAL	

Email completed service order form along with floor grid and labor form to PCCA/SMG Utility Services Department at utilities@paconvention.com
TO ORDER ON-LINE VISIT OUR WEBSITE AT
WWW.PACONVENTION.COM

***ADVANCE RATE PRICING: SERVICE ORDER WITH PAYMENT IN FULL MUST ARRIVE PRIOR TO DEADLINE**

PCC/SMG ELECTRIC SERVICE ORDER
TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM

- **a.** Order must be typed or clearly printed, illegible forms will delay processing.
- **b.** Services requested at location other than back of booth must include proper forms and diagrams.
- **c.** For services and equipment not listed on the service order form, **call the PCC/SMG Utility Services Department for availability and quotes at (215) 418-2190 or e-mail utilities@paconvention.com**

2. PAYMENT TERMS & CONDITIONS

- **a. Full payment is due with service order.** Credit Card Pre-authorization for on site charges, labor and materials is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center Authority,** (PCCA) and accepted credit cards. Service orders will not be processed without payment. Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
- **b.** Advance rates will be applicable to service orders complete with payment in full received by PCCA/SMG 21 days prior to event opening date or the deadline date noted on front of this form. Service orders received less than 21 days prior to opening date of event or orders received without payment will be billed at the standard rate.
- **c.** Third party billing is available upon request. Please contact the PCCA/SMG Finance Department at 215-418-4793 for approval.
- **d.** Outstanding balance for services will be automatically billed to the credit card on file.
- **e.** Credit will not be given for service installed and not used. Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%.
- **f.** A $25.00 handling charge will be assessed for returned checks due to insufficient funds.
- **g.** Cancellation of services must be received by PCCA/SMG Utility Services 21 days prior to the event.
- **h.** Rates are based on current wages and are subject to change without notice.
- **i. Claims** regarding services provided by PCCA/SMG will not be considered unless filed by customer issued prior to the close of show.
- **j. Refunds** of overpayments will be issued by submitting request to PCCA/SMG Finance Department within 30 days of the close of final invoicing.
- **k.** For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCCA/SMG shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania
- **l. International** exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- **m.** For companies exempt from sales tax, PCCA/SMG requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

3. EXPLANATION OF SERVICE

- **a.** Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
- **b.** Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCCA/SMG Service Desk.
- **c.** Electrical services will be turned off one hour after the close of show each day and restored one hour prior to opening. 24 hour electrical service is available for refrigeration, electronics and circulation pumps.

4. RULES & REGULATIONS FOR SERVICES

- **a.** Services provided may not be shared by multiple exhibits.
- **b.** All materials and equipment furnished by PCCA/SMG and/or its sub-contractors shall remain the property of PCCA/SMG and/or it's Sub-contractors.
- **c.** PCCA/SMG and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
- **d.** PCCA/SMG or its sub-contractors are not responsible for interruption or fluctuation of services.
- **e.** All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCCA/SMG safety standards. All equipment is subject to inspection and approval by PCCA/SMG prior to connection to service.
- **f.** Customer is responsible for any lost or damaged equipment supplied by the PCCA/SMG.

RETURN THIS FORM TO:
PCC/SMG UTILITY SERVICES
1101 Arch Street
Philadelphia, PA 19107
Phone: (215) 418-2190
Scanned Forms To:
utilities@paconvention.com

Pennsylvania Convention Center
PHILADELPHIA
AN SMG MANAGED FACILITY

ACRE - American Craft Retailers Expo
Advance Order Deadline
January 20th 2016

ELECTRIC INSTALLATION LABOR ORDER

Exhibiting Firm:_____ **Event Name:** _____

Address:_____ **Booth Number:** _____

City:_____ **State:**_____ **Zip:** _____

Exhibitor Contact Name:_____ **Title:**_____

Phone: (_____) _____ **FAX: (_____)** _____ **E-Mail:** _____

CREDIT CARD AUTHORIZATION REQUIRED FOR INSTALLATION LABOR AND MATERIALS

[ ] Visa [ ] MasterCard [ ] Amex Account Number:_____**Exp Date:**_____

Print Card Holder's Name: _____**Signature:**_____

Only PCC/SMG electricians under IBEW Jurisdiction perform the electrical installations listed below.
Material, (Extension cords/feed cables/cord caps etc. and Lift Charges for overhead work will apply)
PLEASE CHECK WORK REQUIRED

☐ Distribution of service under carpet from point of origin	☐ Truss/Motors/Lights
☐ Install/Dismantle Booth Lighting	☐ Exhibitor/Vendor Rental ☐ PCC/SMG Rentals
☐ Hardwire Lights & Electrical Equipment	☐ Coax, ☐ VGA, ☐ Audio, Signal, ☐ Low Voltage Terminations
☐ 208 & 480 volt service connection/disconnection	☐ Satellite Dish, Assembly/Dismantle/Cabling
☐ Suspended Electrical Signs with Lights and/or Motors	☐ Computer Installation/Dismantle
☐ Network Data Cabling Distribution & Terminations	☐ Close Circuit TV, Security Cameras/Monitors
☐ Disconnect/Connect Vehicle Batteries	☐ Overhead Services to Main Power Distribution
☐ Other	

ELECTRICAL LABOR RATES PER HR		Advance	Show Site
Straight Time	8am-4:30pm Monday-Friday	$110.00	$135.00
Overtime	6am-8am after 4:30pm Monday-Friday All day Saturdays	$165.00	$190.00
Doubletime	All day Sundays/Recognized Holidays	$220.00	$245.00

A labor order and floor plan must be submitted with Electric Service Order to complete order at advance rate
Installation and dismantle labor is scheduled and billed at rates in accordance with show move-in/out. The minimum charge of 1 hour installation and 1 hour dismantle will apply. Scheduled Exhibitor/EAC supervised labor will result in 1 hour charge if supervision fails to report to the electrical labor desk or exhibit space on date and time requested. Time must be allowed for electrician/s to gather necessary tools, materials, have work checked by exhibitor, and to return to labor desk. ***Dismantle labor of floor power will be automatically charged at 50% of the total installation hours unless requested. Dismantle of overhead services, signs, truss, motors and lights will be billed on actual hours.***

☐ **SMG/CLIENT UTILITIES SUPERVISED LABOR**
THE CHARGE FOR THIS SERVICE IS 20% OFTOTAL INSTALLATION LABOR MINIMUM CHARGE$25.00
Electrical diagram is required with locations shown in measurements or over a 1'x1'grid

☐ **EXHIBITOR/EAC SUPERVISED LABOR CHECK OFF BELOW** ☐**EXHIBITOR'S** ☐**EAC/CONTACT** _____

☐ **Distribution of cords/cables under carpet/flooring** **Date:** _____ **Time:**_____

☐**Connection to 208/480 Service** **Date:** _____ **Time:** _____

☐**Overhead Electrical Sign/Spinning Motor** **Date:** _____ **Time:** _____

☐ **Installation of booth lighting** **Date:** _____ **Time:** _____

☐**Dedicated Daily Labor** **Date:** _____ **Time:** _____

☐**Exhibitor's truss/motors/lights** **Submit a detailed schedule/diagrams**

PLEASE CONTACT PCC/SMG UTILITY Services Department AT 215-418-2190 IF YOU REQUIRE AN ESTIMATE OF YOUR LABOR AND EQUIPMENT**

RATES EFFECTIVE JULY 1, 2015– RATES SUBJECT TO CHANGE

RETURN THIS FORM TO:
PCC/SMG ORDER PROCESSING
1101 Arch Street
Philadelphia, PA 19107
Phone: (215) 418-2190
Fax: (215) 418-2187
utilities@paconvention.com

Pennsylvania Convention Center
PHILADELPHIA
AN SMG MANAGED FACILITY

ADVANCE DEADLINE

21 Days Prior To Event Move-In Date

Floor Plan Layout

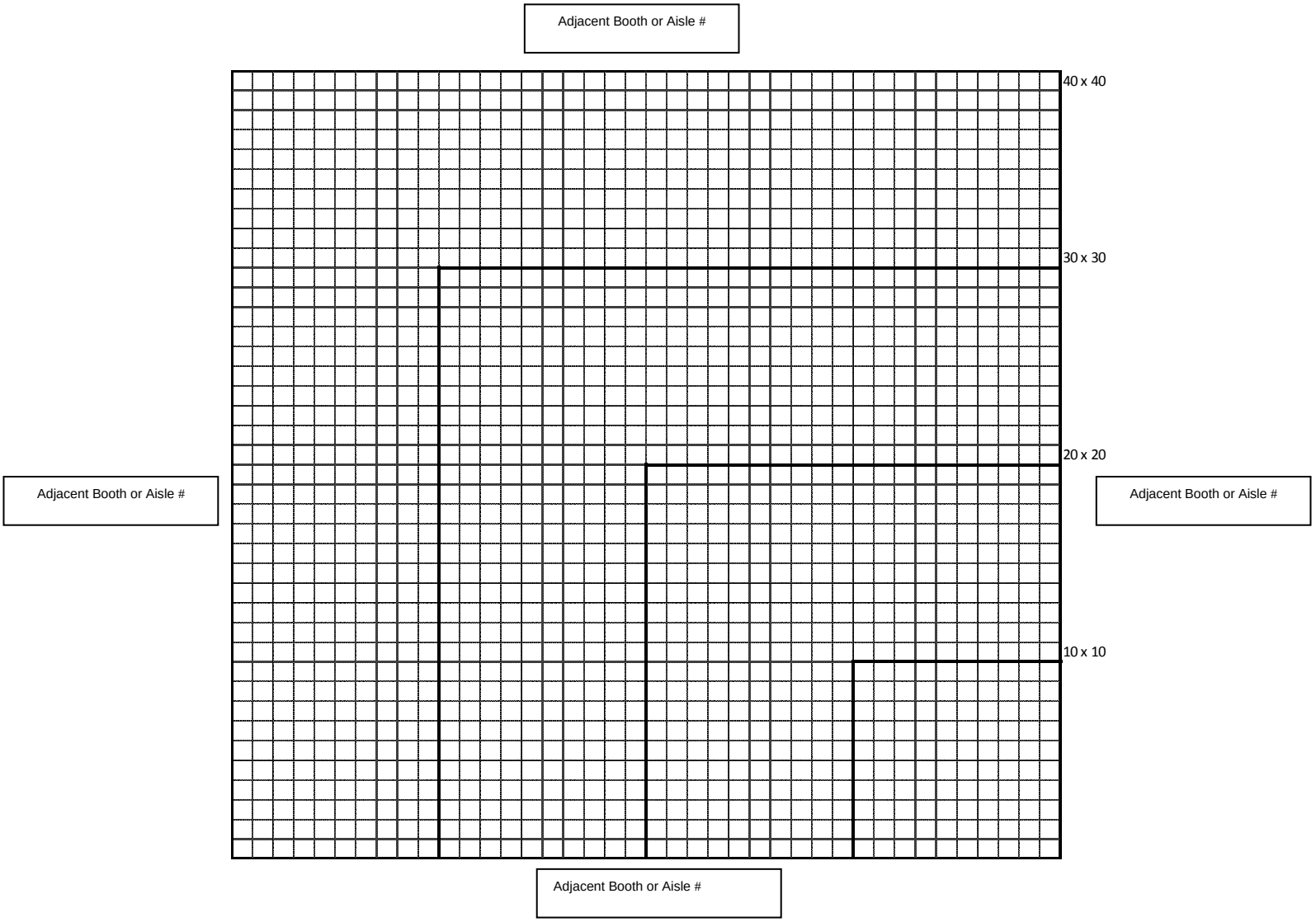
Show Name:_____ Show Dates:_____

Company Name:_____ Contact Name:_____

Booth Number:_____

Choose the correct booth type and fill-in the proper orientation around your booth area.

Inline Booth ☐ Peninsula Booth ☐ Island Booth ☐


Adjacent Booth or Aisle #
40 x 40
30 x 30
20 x 20
10 x 10
Adjacent Booth or Aisle #
Adjacent Booth or Aisle #
Adjacent Booth or Aisle #

LEGEND FOR MAKING GRID – PLEASE USE BELOW:

A = Main Electric Drop Location B = 2000 Watt / 20 Amp C = 1500 Watt / 15 Amp D = 1000 Watt / 10 Amp

E = 500 Watt / 5 Amp MI = Main Internet Drop I = Internet Connection

Pennsylvania Convention Center
PHILADELPHIA
AN SMG MANAGED FACILITY

ANNOUNCING OUR NEW LIGHTING PRODUCTS AVAILABLE FOR RENTAL

What attracts visitors to your booth? Excellent exhibit design and a marketing strategy. We think the most important aspect of the marketing strategy is the lighting. To help draw visitors and business to your booth we are pleased to offer two new lighting products available for rental: Skanda LED Clamp on Light and the Nora Track Light. The clamp on lights are useful if you are trying to create smaller spotlights on specific posters and the track lights are useful if you are trying to highlight specific products within your booth.

With these ideas in mind, we think you'll be better able to market your product or service and attract attention!

RENTAL PRICE INCLUDES POWER, INSTALLATION/DISMANTLE AND A ONE-TIME FOCUS

SKANDA LED CLAMP ON LIGHT

*RENTAL PRICES:
Advanced: $125.00
Standard: $170.00

200w cool white

Super Bright LED

Clamps

Classic Black Only

*RENTAL PRICES:
Advanced: $20.00
Standard: $30.00

NORA TRACK LIGHT

*RENTAL PRICES:
4ft. Advanced Rate: $165.00
4ft. Standard Rate: $255.00
8ft. Advanced Rate: $225.00
8ft. Standard Rate: $305.00

3 Heads

Additional Heads Available

PAR 30 Lamps Included

Fully Enclosed Head

Classic Black Only

4ft & 8ft. Lengths of track

Light attracts people, it shows the way, and when we see it in the distance, we follow it." Ricardo Legorreta - architect

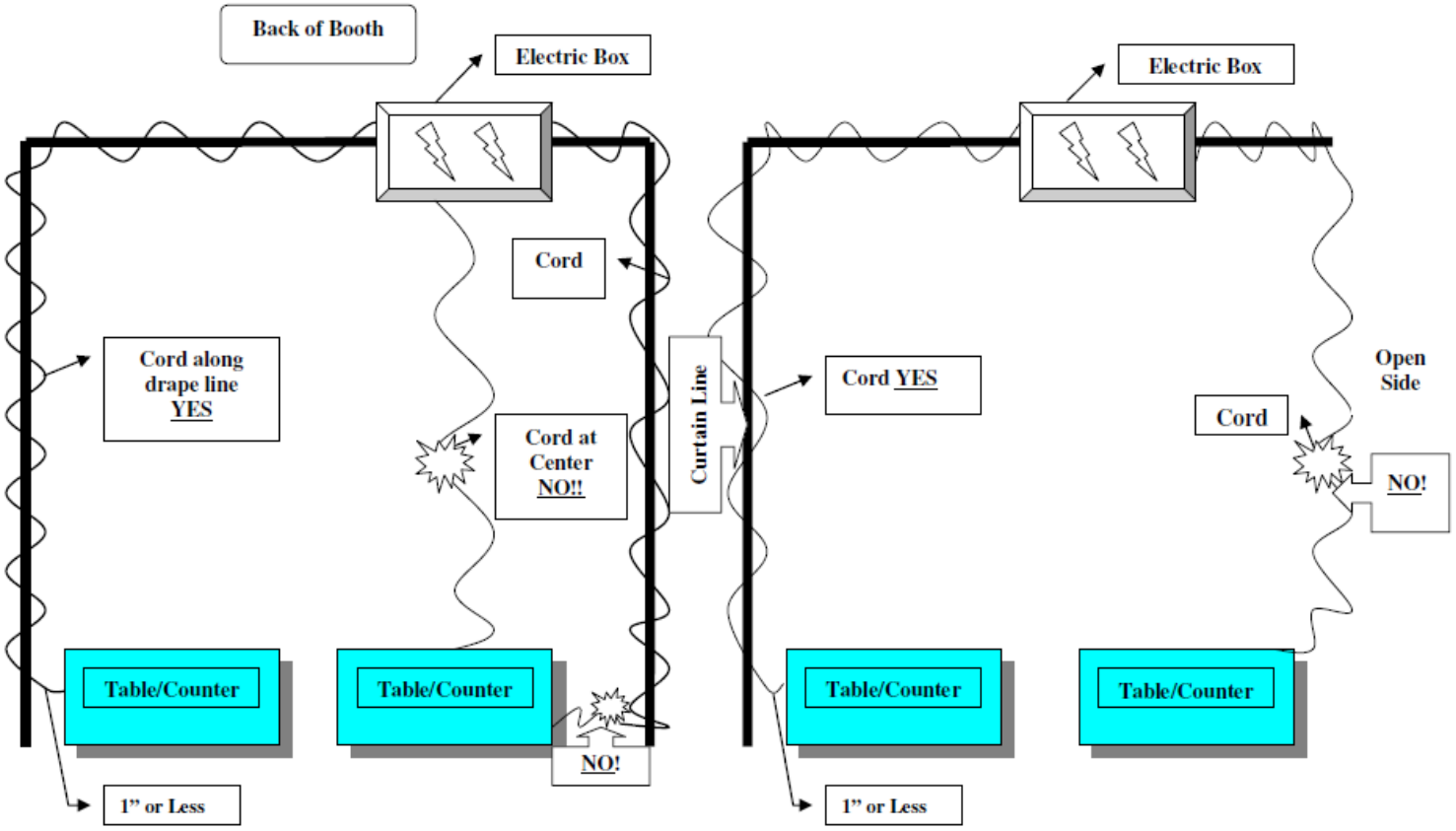
Pennsylvania Convention Center
PHILADELPHIA
AN SMG MANAGED FACILITY

ELECTRIC SERVICE CHECKLIST

ELECTRICAL SERVICE IS NOT INCLUDED WITH THE RENTAL OF YOUR BOOTH SPACE. VIOLATORS WILL HAVE THEIR EQUIPMENT DISCONNECTED, AND NOTICE WILL BE SENT TO THE SHOW MANAGER.

- **Exhibitors are NOT PERMITTED to run cords under carpet.**
- **Exhibitors are permitted to run cords over the carpet (in booths smaller than 600 square feet) along the drape line or behind a display.**
- **All exhibitor extension cords must be grounded 3-wire 12-gauge UL listed approved cords.**
- **Absolutely NO household un-grounded cords are permitted.**
- **Exhibits found to be non-compliant will receive notification and are subject to power interruption until corrected. If not corrected, notification will be sent to the Show Manager.**
- **Electrical service will be turned off one hour after the close of show and restored one hour prior to opening of show each day. 24 hour service is available upon request for perishables, refrigeration, electronics, pumps, etc. at an additional cost.**
- **All equipment provided by the exhibitor shall be UL listed and approved. Equipment must be in compliance with the National Electrical Code, Philadelphia Building Codes, Fire Marshall and PCCA/SMG safety standards.**
- **All electrical equipment and installations are subject to inspection. Any equipment found presenting a hazard will be subject to removal.**
- **Electrical Distribution panels in the back of booths MUST remain accessible at all times. Exhibitors are PROHIBITED from accessing panels and PCCA electrical connections.**
- **All hard wiring and/or splicing of lights and electrical equipment requires an Electrical Labor Order and installation by PCCA/SMG electrician.**

CORDS – SAFETY FIRST



Please avoid trip hazards!! If you absolutely need cord(s) through the center or along an OPEN side, please come
to the Service Desk to have an electrician provide you with a cord under the carpet.

Thank you!

RETURN THIS FORM TO:
PCC ORDER PROCESSING
1101 Arch Street
Philadelphia, PA 19107
Phone: 215.418.4800
Fax: 215.418.4805
showservices@paconvention.com

Pennsylvania Convention Center
PHILADELPHIA

AN SMG MANAGED FACILITY

ACRE - American Craft Retailers Expo
Advance Order Deadline
January 20th 2016

INTERNET SERVICE ORDER

(Please read terms and conditions on reverse side)

Exhibiting Firm: _____ **Booth No.:** _____

Address: _____ **Event:** _____

City: _____ **State:** _____ **Zip:** _____

Exhibitor Contact Name: _____ **Title:** _____

Phone: (____) _____ **FAX:** (____) _____ **E-Mail:** _____

CREDIT CARD AUTHORIZATION REQUIRED **for advance order, on-site charges, labor, and materials**

[ ] Visa [ ] MasterCard [ ] Amex Account Number: _____ **Exp Date:** _____

Print Card Holder's name: _____ **Signature:** _____

Check enclosed #: _____ **Amount:** _____

INTERNET SERVICES (*internet upload and download speeds are the same and an IP address is required for each device connected to the internet*)

QTY	SERVICE	ADVANCE	STANDARD	TOTAL
	Dedicated Public Internet Service will accommodate internet functions such as: viewing streaming video, surfing the internet, viewing websites and checking email. These services provide "real IP's", there are no blocked ports and they will support multiple users with VPN connections.			
	Dedicated Public 9Mb – includes (10) IP addresses, can expand to (28) total IP addresses	$9,000.00	$11,250.00	
	Dedicated Public 6Mb – includes (10) IP addresses, can expand to (28) total IP addresses	$7,000.00	$8,750.00	
	Dedicated Public 3Mb – includes (6) IP addresses, can expand to (11) total IP addresses	$4,250.00	$5,310.00	
	Dedicated Public 1.5Mb – includes (6) IP addresses, can expand to (11) total IP addresses	$2,500.00	$2,655.00	
	• Additional Dedicated Public IP address	$160.00	$195.00	
	Private Internet Service will accommodate general internet functions such as: viewing streaming video, surfing the internet, viewing websites and checking email. These services will not support multiple users with VPN connections.			
	Private 6Mb – includes (4) IP addresses	$1,200.00	$1,500.00	
	Private 3Mb – includes (4) IP addresses	$1,000.00	$1,250.00	
	Shared Private 1.5Mb – includes (1) IP address (not recommended for credit card transactions)	$500.00	$625.00	
	• Additional Private IP address	$125.00	$160.00	
	Dry VLAN connection – This service is not internet access. This service is inclusive of the origination and destination points. Origination Point_____ Destination Point_____	$600.00	$750.00	
	Please Note: Higher bandwidth options are available. Please contact the Show Services department for a quote 215.418.4800 or showservices@paconvention.com			
Internet service originates at back of booth; please attach the booth floor plan if primary service is required in a location other than back of booth. Data cabling to multiple locations is installed by the event electricians; please contact Utility Services to order this labor (215.418.2190 or utilities@paconvention.com). TO ORDER ON-LINE VISIT OUR WEBSITE AT WWW.PACONVENTION.COM			SUB TOTAL	
			8% SALES TAX	
			TOTAL	

INTERNET SERVICE ORDER
TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM

- **a.** Order must be typed or clearly printed, illegible forms will delay processing.
- **b.** Services requested at location other than back of booth must include floor plan.
- **c.** For services and equipment not listed on the service order form, call the PCC Show Services Department for availability and quotes at (215) 418-4800 or e-mail **showservices@paconvention.com**

2. EXPLANATION OF SERVICE

- **a.** Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
- **b.** Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCC Show Services Desk.

3. RULES & REGULATIONS FOR INTERNET SERVICE

- **a.** Services provided **may not be** shared by multiple exhibits.
- **b.** All materials and equipment furnished by Pennsylvania Convention Center and/or its sub-contractors shall remain the property of Pennsylvania Convention Center and/or its sub-contractors.
- **c.** Pennsylvania Convention Center and its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports should this be required during installation.
- **d.** The use of any wireless devices including, but not limited to, wireless routers and switches that interfere with the PCC wireless frequency is prohibited.
- **e.** The PCC does not guarantee the routing, throughput or performance expressed or implied of any data circuits with regards to Internet access, network backbones beyond any facility we service.
- **f.** The PCC will not supply security services such as firewalls etc. for any data circuit we provide. It is the responsibility of exhibitors or customers to provide such security measures.
- **g.** The PCC requires that all devices accessing the PCC Network have the latest virus scan software, windows security updates and any other precautions necessary to protect yourself and others from viruses, malicious programs and other disruptive applications. Any device that adversely impacts PCC's network will be disconnected from the network with or without prior notice at PCC's discretion. Additional charges may apply for troubleshooting diagnosis and/or problem resolution.
- **h.** All Internet and equipment will be collected within 1 hour after close of show; exhibitors are responsible for loss or damage to PCC equipment until PCC staff receives said equipment.
- **i. It is the responsibility of the client to provide the following:**
    1. **Standard 10BaseT Ethernet adapter (RJ 45 Interface) for each computer.**
    2. **Network Driver: TCP/IP**
    3. **Proper configuration of computer equipment for TCP/IP connection.**
    4. **Electrical service for your booth, room, or service location.**

4. PAYMENT TERMS & CONDITIONS

- **a. Full payment is due with service order.** Credit Card Pre-authorization for onsite charges is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center** (PCC), and accepted credit cards. **Service orders will not be processed without payment.** Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
- **b.** Advance rates will be applicable to service orders received by PCC 21 days prior to the first day of event move-in or the deadline date noted on front of this form. Service orders received less than 21 days prior to the first day of move-in and on site will be billed at the standard rate.
- **c.** Third party billing is available upon request. Please contact the PCC Finance Department at 215-418-4793 for approval.
- **d.** Outstanding balance for services will be automatically billed to the credit card on file.
- **e.** Credit will not be given for service installed and not used. Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%.
- **f.** A $25.00 handling charge will be assessed for returned checks due to insufficient funds.
- **g.** Cancellation of services must be received by PCC Show Services Department 21 days prior to the event.
- **h.** Claims regarding services provided by PCC will not be considered unless filed by customer issued prior to the close of show.
- **i. Refunds** of overpayments will be issued by submitting request to PCC Finance Department within 30 days of the close of final invoicing.
- **j.** For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCC shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania
- **k.** International exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- **l.** For companies exempt from sales tax, PCC requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

RETURN THIS FORM TO:
PCCA ORDER PROCESSING
1101 Arch Street
Philadelphia, PA 19107
Phone: (215) 418-4800
Fax: (215) 418-4805
showservices@paconvention.com

Pennsylvania Convention Center PHILADELPHIA
AN SMG MANAGED FACILITY

ACRE - American Craft Retailers Expo
Advance Order Deadline
January 20th 2016

EXHIBITOR AUDIO VISUAL SERVICE ORDER

(Please read terms and conditions that appear on reverse side)

Exhibiting Firm: _____ **Booth No.:** _____

Address: _____ **Event:** _____

City: _____ **State:** _____ **Zip:** _____

Exhibitor Contact Name: _____ **Title:** _____

Phone: (____) _____ **FAX:** (____) _____ **E-Mail:** _____

CREDIT CARD AUTHORIZATION REQUIRED for advance order, on-site charges, labor, and materials

[ ] Visa [ ] MasterCard [ ] Amex Account Number: _____ **Exp Date:** _____

Print Card Holder's name: _____ **Signature:** _____

Check enclosed #: _____ **Amount:** _____

AUDIO VISUAL SERVICES (RATES LISTED BELOW ARE FOR EXHIBIT BOOTHS FOR THE ENTIRE LENGTH OF THE SHOW)

PRESENTATION EQUIPMENT	QTY	ADVANCE RATE	STANDARD RATE	TOTAL
6' Tripod Screen		$75.00	$94.00	
8' Tripod Screen		$113.00	$141.00	
32" or 54" Projection Video Cart w/ Drape		$63.00	$79.00	
Flipchart w/ Markers and Pad		$75.00	$94.00	
LCD FLAT PANEL DISPLAYS				
20" LCD Flat Panel Monitor *(Data ONLY)* *not wall-mountable*		$188.00	$235.00	
24" LCD Flat Panel Display *(Data & Video)* Black		$375.00	$469.00	
32" HD Flat Panel Display *(Data & Video)* Black		$500.00	$625.00	
40" HD Flat Panel Display *(Data & Video)* Black		$750.00	$938.00	
52" HD Flat Panel Display (Data & Video) Black		$1250.00	$1563.00	
60" HD LED Display (Data & Video) Black		$1625.00	$2031.00	
Larger LCD Flat Panel Displays available		*Call for Pricing*		
Floor Stand or Table Top Stand (circle one)		$125.00	$156.00	
LCD PROJECTORS				
4,500 Lumen LCD Projector		$750.00	$938.00	
LAPTOP COMPUTER				
Laptop Computer with MS Office		$313.00	$391.00	
AUDIO/VIDEO EQUIPMENT				
160 Watt Self Powered Full Range Speaker w/Stand		$163.00	$204.00	
300 Watt Self Powered Full Range Speaker w/Stand		$213.00	$266.00	
Dynamic Microphone Floor Stand, Podium, or Table Top (circle one)		$88.00	$110.00	
Wireless Microphone Handheld, Lavalier, or Headset (circle one)		$288.00	$360.00	
DVD Player (single disc)		$163.00	$204.00	
Blu-ray Player		$250.00	$319.00	

ON SITE CONTACT INFORMATION:

On-site Contact Name: _____

Cell Phone Number: _____

Delivery Date/Time: _____

Pick-up Date/Time: _____

TOTAL CHARGES	
EQUIPMENT SUBTOTAL	
8% SALES TAX	
SERVICE CHARGE (23% OF EQUIPMENT TOTAL)	
TOTAL AMOUNT DUE	

SPECIAL INFORMATION:

Please contact the Show Services Department (215.418.4800) to order additional equipment.

A representative from your company must be on hand to sign for the equipment.

ADDITIONAL EQUIPMENT: _____

_____

PCCA AUDIO VISUAL SERVICE ORDER (EXHIBIT BOOTHS)
TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM AND PROCESSING REQUESTS.

- **a.** Service Order Forms must be typed or clearly printed. Incomplete order forms, including illegible print and missing information, will not be processed.
- **b.** For services and equipment not listed on the Service Order Form, please call the PCC's Show Services Department at (215) 418-4800 or e-mail showservices@paconvention.com.
- **c.** Completed Service Order Forms should be submitted to PCC Order Processing Department (address listed on page 1).

2. PAYMENT TERMS & CONDITIONS

- **a.** Full payment is due with service order or the service order will not be processed. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center Authority** (PCC), and accepted credit cards. Credit Card pre-authorization for on-site charges, labor and equipment is required when placing an order. All Customers with outstanding balances from prior events must submit payment along with service orders, or the outstanding balance will be automatically billed to the approved credit card on file. If prior outstanding balances are not paid, services will not be provided.
- **b.** If there are any pre-approved unpaid balances after the close of the event, they are due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE OF 18%. If any Finance Charge applied hereunder exceeds the maximum rate allowed by law, the Finance Charge shall automatically be reduced to the maximum rate allowed and any excess Finance Charge received by the PCC shall be applied to reduce the principal unpaid balance or refunded to the payer.
- **c.** A $25.00 handling charge will be assessed for returned checks due to insufficient funds.
- **d.** Cancellation of services must be received by PCC's Show Services Department 72 hours prior to delivery date, or services and equipment will be billed at 100%.
- **e.** It is the Customer's responsibility to advise PCC's Show Services Department of any problems with any order, and to check invoices for accuracy prior to the close of the event.
- **f.** Claims regarding services provided by the PCC should be filed by Customer within 90 days of receipt of a final invoice.
- **g.** Requests for refunds of overpayments must be submitted to PCC's Finance Department within 90 days of receipt of the final invoice.
- **h.** International exhibitors are required to make payment by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- **i.** For companies exempt from sales tax, PCC requires an exemption certificate issued by the Commonwealth of Pennsylvania or any state/federal entity.

3. RENTAL TERMS AND CONDITIONS

- **a.** A representative of Customer must be present to sign for delivery of equipment.
- **b.** All materials and equipment furnished by PCC and/or its sub-contractors shall remain the property of PCC and/or its sub-contractors.
- **c.** All equipment provided by Customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCC safety standards.
- **d.** All equipment is subject to inspection and approval by PCC prior to connection to service.
- **e.** It is understood and agreed that Customer is renting PCC's equipment for a specified period of time and is responsible for its safe return. Customer hereby agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to said property. All rental equipment must be returned to PCC in the same condition as it was at the time of delivery to Customer, reasonable wear and tear excluded. Customer will immediately notify PCC of any damage to the rental equipment and Customer hereby agrees to be billed for any damage to or loss of rental equipment while in Customer's care, custody and/or control. In no event shall Customer permit any equipment to be used and/or possessed by parties other than the named Customer without prior consent of PCC in each instance. Services provided may not be shared by multiple exhibits.
- **f.** Installation services for advance orders will be completed according to the schedule determined by the General Service Contractor and/or Show Management. On-site orders will be processed in the order that they are received at the PCC Show Services Desk.
- **g.** PCC will not be liable for any damages Customer may suffer arising out of acts of God, use or inability to use the audio-visual equipment or related products and/or services, unless such damages are caused by the intentional or willful act of PCC. PCC will not be liable for any special or consequential damages, or for losses, damages or expenses directly or indirectly arising from Customer's use or inability to use the audio-visual equipment or related products and/or services, based upon breach of contract, or any other legal theory, whether or not PCC, its suppliers or subcontractors have been advised of the possibility of such damage or loss.
- **h.** The terms and conditions of this agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania.

Signed: _____ **Date: _____**

Company Name: _____ **Booth No: _____**

RETURN THIS FORM TO:
PCC ORDER PROCESSING
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Philadelphia, PA 19107
Phone: 215.418.4800
Fax: 215.418.4805
showservices@paconvention.com

Pennsylvania Convention Center
PHILADELPHIA
AN SMG MANAGED FACILITY

ACRE - American Craft Retailers Expo
Advance Order Deadline
January 20th 2016

TELECOMMUNICATIONS SERVICE ORDER

(Please read terms and conditions on reverse side)

Exhibiting Firm: _____ **Booth No.:** _____

Address: _____ **Event:** _____

City: _____ **State:** _____ **Zip:** _____

Exhibitor Contact Name: _____ **Title:** _____

Phone: (____) _____ **FAX:** (____) _____ **E-Mail:** _____

CREDIT CARD AUTHORIZATION REQUIRED

[ ] Visa [ ] MasterCard [ ] Amex Account Number: _____ **Exp Date:** _____

Print Card Holder's name: _____ **Signature:** _____

Check enclosed #: _____ **Amount:** _____

PHONE SERVICE *(unlimited local and long distance calls at no additional charge)*

QTY	SERVICE	ADVANCE	STANDARD	TOTAL
	Single Line Telephone Service	**$300.00**	**$350.00**	
	Credit Card Line/Fax Line	**$300.00**	**$350.00**	
	Multi Line Telephone Service	**$450.00**	**$525.00**	

PHONE EQUIPMENT & FEATURES

QTY	SERVICE	ADVANCE	STANDARD	TOTAL
	Conference Phone (Single Line Telephone Service must be ordered)	**$100.00**	**$150.00**	
	Voice Mail	**$25.00**	**$25.00**	
	Other:			

D-MARK EXTENSION (*ordered by customer from local carrier and extended by PCC to room or booth. Attach carrier confirmation when requesting D-Mark extension)*

QTY	SERVICE	ADVANCE	STANDARD	TOTAL
	Extend ISDN, Data or Fiber to Booth/Room	**$600.00**	**$600.00**	
	Extend POTS Line to Booth/Room	**$250.00**	**$250.00**	

Phone Service originates at back of booth; please attach a floor plan if service is required in a location other than back of booth.

SUB TOTAL	
8% SALES TAX	
TOTAL	

TO ORDER ON-LINE VISIT OUR WEBSITE AT WWW.PACONVENTION.COM

TELECOMMUNICATIONS SERVICE ORDER
TERMS & CONDITIONS

1. INSTRUCTION FOR COMPLETING ORDER FORM

- **a.** Order must be typed or clearly printed, illegible forms will delay processing.
- **b.** Services requested at location other than back of booth must include floor plan.
- **c.** For services and equipment not listed on the service order form, call the PCCA Show Services Department for availability and quotes at (215) 418-4800 or e-mail **showservices@paconvention.com**

2. EXPLANATION OF SERVICE

- **a.** Rates shown for services are for the duration of event and includes installation to exhibitor booth in the most convenient manner, in most cases to the back center of an in line booth or perimeter of island and peninsula booths. All services originate from the floor unless otherwise noted or requested.
- **b.** Advance orders will be installed based on the schedule determined by the General Service Contractor and/or Show Management. On site orders will be processed in the order that they are received at the PCC Show Services Desk.

3. RULES & REGULATIONS FOR SERVICES

- **a.** Services provided **may not be** shared by multiple exhibits.
- **b.** All materials and equipment furnished by PCC and/or its sub-contractors shall remain the property of PCC and/or its sub-contractors.
- **c.** PCC and/or its sub-contractors are authorized to cut floor coverings to gain access to utility floor ports and permit the installation of service.
- **d.** PCC or its sub-contractors are not responsible for interruption or fluctuation of services.
- **e.** All equipment provided by customer shall be compliant with the National and Philadelphia Electrical and Building Codes and PCC safety standards. All equipment is subject to inspection and approval by PCC prior to connection to service.
- **f.** Customer is responsible for any lost or damaged equipment supplied by the PCC.

4. PAYMENT TERMS & CONDITIONS

- **a. Full payment is due with service order.** Credit Card Pre-authorization for onsite charges is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. bank) payable to **Pennsylvania Convention Center** (PCC), and accepted credit cards. **Service orders will not be processed without payment.** Exhibiting firms with outstanding balances from prior events must submit payments, otherwise services will not be provided.
- **b.** Advance rates will be applicable to service orders received by PCC 21 days prior to the first day of move-in or the deadline date noted on front of this form. Service orders received less than 21 days prior to the first day of move-in and on site will be billed at the standard rate.
- **c.** Third party billing is available upon request. Please contact the PCC Finance Department at 215-418-4793 for approval.
- **d.** Outstanding balance for services will be automatically billed to the credit card on file.
- **e.** Credit will not be given for service installed and not used. Services canceled without 21 day prior written notice are subject to a cancellation fee of 25%.
- **f.** A $25.00 handling charge will be assessed for returned checks due to insufficient funds.
- **g.** Claims regarding services provided by PCC will not be considered unless filed by customer issued prior to the close of show.
- **h. Refunds** of overpayments will be issued by submitting request to PCC Finance Department within 30 days of the close of final invoicing.
- **i.** For unpaid balances on **pre-approved** invoices, terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balances will bear a **FINANCE CHARGE** at the lesser of the maximum rate allowed by law, or 1.5% per month by law. The finance charge shall automatically be reduced to the maximum rate allowed. Any excess finance charge received by the PCC shall be applied to reduce the principal unpaid balance or refunded to the payer. This payment Terms & Conditions agreement shall be governed by and construed in accordance of the laws of the Commonwealth of Pennsylvania
- **j.** International exhibitors are required to make 100% pre-payment for services. Payment may be made by check in U.S. funds drawn on a U.S. bank or by approved credit card.
- **k.** For companies exempt from sales tax, PCC requires an exemption certificate for the Commonwealth of Pennsylvania. Resale certificates are not valid unless re-billing charges to customers.

Driving Directions

Determine which entrance your event is using or which hall you will be exhibiting in. All exhibit material shipped to the Convention Center must be properly labeled including show name and booth/room number. For further instructions on shipping & delivery of exhibit materials, refer to shipping instructions or contact the show's General Service Contractor.

From The Northern and Western Suburbs

Take I-76 East to Exit 344 for I-676 East. Follow signs for Central Philadelphia. Take I-676 East and exit at Broad Street/ Rt. 611 (2nd exit). You will be on Vine Street. Follow Vine Street to 12th Street (4 traffic lights).

From The Pennsylvania Turnpike

Follow Pennsylvania Turnpike to Exit 20 / I-476 (Mid County Interchange). Take I-476 South to Exit 16/ I-76E Philadelphia. Stay on I-76 East for approximately 12 miles. Exit at 344 / I- 676 East. Take I-676 East and exit at Broad Street/Rt. 611 (2nd exit). You will be on Vine Street. Follow Vine Street to 12th (4 traffic lights).

From PA 309

Take PA 309 South to Pennsylvania Turnpike. Follow Turnpike West to Exit Mid County Interchange / 476S Chester. Take I-476 South to Exit 16 / I-76 Philadelphia. Stay on I-76 East for approximately 12 miles. Exit at 344 / I- 676 East. Take 676 East and exit at Broad Street/Rt. 611 (2nd exit). You will be on Vine Street. Follow Vine Street to 12th Street (4 traffic lights).

From US 611

Take US 611 South into Philadelphia (611 South becomes Broad Street). Go South on Broad Street for approximately 8 miles. In Cen-ter City, turn left onto Vine Street / Local Traffic. Follow Vine Street to 12th Street (2 traffic lights).

From New Jersey and Atlantic City Area

Take Atlantic City Expressway to 42 North. Follow 42 North to the Benjamin Franklin Bridge (Rt. 676), crossing into Phila-delphia. Follow the signs for Convention Center (this is Vine Street). Go approximately 6 blocks, make a left turn onto 12th Street.

From The New Jersey Turnpike (New York)

Take the NJ Turnpike to exit 4 (Philadelphia / Camden Exit). Get onto 73 North and follow it to 38 West Take 38 West fol-lowing the signs directing to the Benjamin Franklin Bridge (The Bridge is 30 West), crossing into Philadelphia. Follow the signs for Convention Center (this is Vine Street). Go approximately 6 blocks, make a left turn onto 12th Street..

Pennsylvania Convention Center Entrances:

Main Entrance – 12th & Arch

Halls A, B, C, F, Grand Hall & Ballroom A&B: Once on 12th proceed two blocks to Arch Street.
GPS Address: 1201 Arch Street Philadelphia Pennsylvania 19107

Broad Street Entrance (Broad between Race and Arch)

Halls D, E, G, Broad Street Atrium & Terrace Ballroom: Once on 12th drive two blocks to Arch Street. Make a right onto Arch go three blocks to Broad Street make a right. Entrance is between Arch and Race.
GPS Address: 119 North Broad Street Philadelphia Pennsylvania 19107

Loading Docks:

Docks A, B, C, D, E, Grand Hall & Ballroom A&B:
Access ramp is located East bound on Vine Street between 12th and 11th Streets
GPS Address: 1130 Vine Street Philadelphia Pennsylvania 19107

Dock F: Once on 12th drive one block make a left onto Race Street the loading dock entrance is located half way down the block on the right side.
GPS Address: 1140 Race Street Philadelphia Pennsylvania 19107

Dock G: Once on 12th drive two blocks to Arch Street. Make a right onto Arch Street go one block to 13th Street turn left the entrance is located on the left hand side towards the end of the block.
GPS Address: 151 North 13th Street Philadelphia Pennsylvania 19107

House Dock:
Once on 12th drive two blocks to Arch Street. Make a right onto Arch go one block to 13th Street make a right. Drive one block to Race Street and make a right. The entrance is halfway down the block between 13th and 12th.
GPS Address: 1260 Race Street Philadelphia Pennsylvania 19107

From I-95 Southbound, New York, Northern & Central New Jersey, New England
Take I-95 South to Exit 22 for Central Philadelphia I-676. Stay in the left lane of this exit. Follow signs for 676 West to the 1st exit (Broad Street). This exit brings you up onto 15th St.

From I-95 Northbound, Philadelphia International Airport, Baltimore, Washington and Delaware
Take I-95 North to Exit 22 for Central Philadelphia I-676. Stay in the left lane of this exit. Follow signs for 676 West to the 1st exit (Broad Street). This exit brings you up onto 15th St.

To Pennsylvania Convention Center Entrances via the above I-95 routes

Main Entrance 12th & Arch
Halls A, B, C, F, Grand Hall & Ballroom A&B: Proceed to 2nd light and make a left onto Vine St. East. Take Vine Street to 12th St. make a right on to 12th. Drive straight ahead two blocks to Arch Street.
GPS Address: 1201 Arch Street Philadelphia Pennsylvania 19107

Broad Street Entrance (Broad between Race and Arch)
Halls D, E, G, Broad Street Atrium & Terrace Ballroom: Proceed to 2nd light and make a left onto Vine St. East. Take Vine Street to 12th St; make a right on to 12th. Drive straight ahead two blocks to Arch Street. Make a right onto Arch go 3 blocks to Broad Street make a right. Entrance is between Arch and Race.
GPS Address: 119 North Broad Street Philadelphia Pennsylvania 19107

Loading Docks:
Docks A, B, C, D, E, Grand Hall & Ballroom A&B: (entrance on Vine Street Eastbound between 12th and 11th Street) Proceed to 2nd light and make a left onto Vine St. East. Take Vine Street to ramp which is located East bound on Vine Street between 12th and 11th Streets
GPS Address: 1130 Vine Street Philadelphia Pennsylvania 19107

Dock F: (entrance on Race Street between 12th and 11th) Proceed to 2nd light and make a left onto Vine St. East. Take Vine Street to 12th St. make a right on to 12th. Drive straight ahead one block make a left onto Race Street the loading dock entrance is located half way down the block on the right side.
GPS Address: 1140 Race Street Philadelphia Pennsylvania 19107

Dock G: (entrance on 13th Street between Arch and Race) Once on 12th drive two blocks to Arch Street. Make a right onto Arch Street go one block to 13th Street turn left the entrance is located on the left hand side towards the end of the block.
GPS Address: 151 North 13th Street Philadelphia Pennsylvania 19107

House Dock: (entrance on Race Street between 13th and 12th) Proceed to 2nd light and make a left onto Vine St. East. Take Vine Street to 12th St, make a right into 12th. Drive straight ahead two blocks to Arch Street. Make a right onto Arch go one block to 13th Street make a right. Drive one block to Race Street and make a right. The entrance is halfway down

ROSE 4 U FLORIST
116 N. 11th St. Philadelphia, Pa 19107
www.rose4uflorist.com Email : rose4uflorist@hotmail.com
(215)238-1634 fax (215)418-4763

* Flower arrangement (Vase, Basket or any Container)

Size and Price	Quant.	Needs (vase, basket etc..)
Large ($80 and up)		
Medium ($60 and up)		
Small ($40 and up)		

* Plant rental (Palm, Corn plant, Ficus, Peace lily, Boston fern, Mum and Flowering plant)

Size and Price	Quant.	Needs (what kind of plant)
Large (5'-6' / $65)		
Medium (3'-4' / $35)		
Small (2' / $25)		

Flowering plants are available (usually @ $25/pot but it depends on season)
Flowering orchid plants are available (@ $50 and up)

information of company / exhibitor

company name :

Event name :

Location and booth# :

Setting date and time :

Breaking date and time :

Contact person and phone# :

Payment (credit card or check)
cc # / exp date / security code - you can call or write down here

other instructions :

*there is no setting up charges but 8% sales tax will be applied